



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta  
Director of Human Resources

**TITLE:** **FAMILY COURT PARENT ADVOCATE**  
(Provisional\* Appointment)

**SALARY:** \$38,469 - \$52,708 annually

**LOCATION:** Monroe County Department of the Public Defender

### **JOB SUMMARY:**

This position, located at the Public Defender's Office in the Family Court Bureau, is responsible for assisting and guiding clients through the court and other institutional processes. The employee assists in preparing clients for Child Protective Services (CPS) interactions and attends interviews and meetings with clients. As the employee actively participates with the attorney and staff to develop case management plans, the employee also provides encouragement to clients to engage in services to avoid State intervention.

### **PROPOSED QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma plus, EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Social Work, Human Services, Psychology, Sociology or a closely related field; OR,
- (B) Two (2) years paid or volunteer\*\* full-time or its part-time equivalent experience working with the child welfare or family court system; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*\*Volunteer experience must be documented by the participating agency and signed by the appointing authority. Employment dates, average number of hours worked per week, and job duties must be included. Documentation must be included with your application.

### **SPECIAL REQUIREMENTS:**

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADDITIONAL INFORMATION:**

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY PUBLIC DEFENDER'S OFFICE  
ATTENTION: MIKE MOLINARI  
10 N. FITZHUGH STREET  
ROCHESTER, NEW YORK 14614

**Posting Date:** September 27, 2023

**Posting Deadline:** October 20, 2023

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.