



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **CHILD AND FAMILY SERVICES QUALITY ASSURANCE
COORDINATOR**
(Provisional* Appointment)

SALARY: \$75,720 - \$104,815 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This is a professional position located in the Monroe County Department of Human Services, Child and Family Services (CFS) Division, responsible for the design, coordination, oversight, and evaluation of quality assurance and continuous quality improvement (CQI) initiatives. This position is responsible for developing and implementing CQI processes and infrastructure related to preventive, protective, and/or foster care services. This position is responsible for working directly with New York State Office of Children and Family Services (OCFS) to anticipate, plan, and respond to legislative changes, administrative direction, and performance improvement requirements, while maintaining compliance and improving quality service. Duties also involve designing and leading innovative initiatives in a transparent and inclusive way that builds on team assets, as well as the completion of mandated planning and reporting. The employee reports directly to, and works under the general supervision, of the Director of Research and Planning or other higher-level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

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

- (A) Graduation with a Master's degree in Social Work, Business Administration, or Public Administration, or a psychology, or human services field plus two (2) years paid full-time or its part-time equivalent professional** experience in research and data analysis, quality assurance, continuous quality improvement, program evaluation, or utilizing data to develop program improvement plans in the field of human services; OR,
- (B) Graduation with a Bachelor's degree in one of the fields mentioned in (A) above plus four (4) years paid full-time or its part-time equivalent professional** experience in research and data analysis, quality assurance, continuous quality improvement, program evaluation, or utilizing data to develop program improvement plans in the field of human services; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**professional, for the purposes of these minimum qualifications, does not include clerical, secretarial, or similar experience.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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, along with a background investigation. 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:

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

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

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD, RM. 752B
ROCHESTER, NEW YORK 14620

Posting Date: February 8, 2024

Posting Deadline: April 12, 2024

*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.