

PROGRAM COORDINATOR (MANPOWER SERVICES-WELFARE REFORM)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for participating in the development, administration, implementation and coordination of the Department of Social Services Welfare Reform Manpower and Employment Programs. Additionally, this position is responsible for supervising and coordinating referral and follow-up activity to vocational rehabilitation, educational and training facilities. This class differs from the Manager I-Social Services as it involves extensive movement among the various departmental worksites, and is not working with clearly defined regulations and directives. This class also differs from the Manager I as it is responsible for analyzing and implementing new automated systems that are essential to the Welfare Reform employment programs. Supervision is exercised over a number of administrative, supervisory, and professional staff on either an ongoing or project basis. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Interprets federal and state guidelines as they apply to welfare reform, employment, rehabilitation, and training and prepares Agency procedures implementing such directives;

Participates in policy making as it relates to eligibility budgeting and special benefits for Welfare Reform employment rehabilitation and training related client activity;

Participates in the preparation of operating plans for all Welfare Reform employment and training requirements;

Prepares forms for internal use in order to meet both program and reporting requirements;

Provides consultation to staff on Welfare Reform and Employment Operations;

Functions as a resource for Field Operations on Welfare Reform employment programs and problems;

Assists in deployment of Employment Operations staff for maximum functioning in offering Welfare Reform employment services to the client population;

Trains subordinates, district office P.O.W.E.R. staff, field operations managers and supervisors in Welfare Reform employment programs and procedures;

Plans, coordinates and evaluates the work of assigned professional and clerical personnel;

Trains and implements automated systems relevant to the Welfare Reform employment and training programs;

EXAMPLES OF WORK: (Cont'd)

Confers with training, employment, educational and community agencies to interpret social services Welfare Reform employment directives and policies and to coordinate employment and rehabilitation activity;

Responds to audits, prepares reports on all employment and rehabilitation programs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough Knowledge of the department's organization policies, procedures and objectives as relate to public assistance Welfare Reform and employment services; thorough knowledge of occupational conditions, trends and job development; thorough knowledge of personal counseling and placement methods, procedures, and practices, including interviewing techniques; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with clients, private and government agencies and labor groups; ability to collect, organize, analyze, and interpret data and information related to Welfare Reform Manpower programs; ability to express oneself effectively both orally and in writing; ability to understand oral and written directions; initiative; sound professional judgement; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (a) A Bachelor's Degree* and Six years social service agency experience including five years involving the analysis, evaluation and control of programs or social service delivery systems, one of which involved employment counseling, vocational counseling, manpower planning, or direct provision of employment services; or (b) completion of 60 credits* from a college or university and eight years of specialized experiences stated in (a), including the specialized experience.

SUBSTITUTION: A Master's Degree* may be substituted for the above experience at the rate of 30 credit hours per year for up to two years. There is no substitution for the specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.