

SERVICE COORDINATOR FOR TEEN PREGNANCY/PARENTING P Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from high school or possession of a high school

(b) Equivalency diploma **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience involving administration, planning, or counseling in a community organization, human service agency or school system; **OR**(b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) experience involving administration, planning, or counseling in a community organization, human service agency or school system; **OR**

(c) Any equivalent combination of training and experience as described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is work which involves responsibility for coordination and implementation of community services involving teen pregnancy/parenting programs. The work is performed under the general supervision of the Assistant Superintendent with considerable leeway allowed for the exercise of independent judgement in carrying out the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Counsels individual students;
- Coordinates life skills program;
- Serves as liaison among schools, families, and community agencies for referral/placement;
- Holds planning meetings as necessary to promote communication between education, child care, and counseling staff;
- Works directly with teens and families to facilitate the referral, intake, and assessment process;
- Assists in program planning and evaluation;
- Initiates and maintains appropriate records for pupil placement;
- Serves on Teen Pregnancy/Parenting Program committee;
- Conducts support groups and counseling;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough understanding of factors involved in the need for, and development of programs and services, students at risk of dropping out, good knowledge of community agencies, facilities and services which can be utilized to aid teens;
- Working knowledge of public relations techniques, ability to communicate clearly and effectively, verbally and in writing with adolescents, families and administrators;
- Resourcefulness, tact, courtesy, integrity;
- Physical condition commensurate with the demands of the position.