

# Children And Family Services Specialist 1 (2 Positions, 1 In Rensselaer And 1 In Suffolk)

Office of Children & Family Services

Hauppauge, NY

Other

Full-time

Onsite

\$65,001 - \$82,656 a year

Posted on December 16, 2024

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## Organization Statement

The Office of Children and Family Services (OCFS) is an equal opportunity employer. OCFS does not discriminate based upon age, race, creed, color, national origin, sexual orientation, gender identity or expression, religion, military or veteran status, sex, disability (including pregnancy-related conditions), predisposing genetic characteristics, familial status, marital status, or status as a victim of domestic violence, or other applicable legally protected characteristics. We devote special attention to dismantling racial injustice and recognize that diversity in our workforce is critical to fulfilling our mission. We are committed to the diversity of our staff and encourage applicants from marginalized communities to apply. In furtherance of Executive Order 31 and OCFS's mission to have a diverse workforce, all people with disabilities are encouraged to apply. All applicants must be dedicated to working in and sustaining an environment of inclusion that affirms and celebrates the backgrounds, learned, and lived expertise, whole identities, and individual perspectives of our staff. Applicants of all backgrounds and experiences are encouraged to self-identify during the application process.

## Job Description

Evaluate initial and renewal child care provider applications for licensure. Conduct field inspections of licensed child care programs and programs seeking licensure. Conduct complaint investigations. Conduct safety assessments/criminal history evaluations. Initiate enforcement actions. Provide technical assistance to child care providers

Additional duties will be discussed in detail during the interview.

## Qualifications

Transfer: One year of permanent competitive or 55b/c service in this title or from a title eligible for 70.1 transfer into the Children & Family Services Specialist 1.

Open to the Public: This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS). \* To be considered for appointment through NY HELPS, candidates must meet the open-competitive minimum qualifications for this position, which are; A bachelors degree AND two years of professional qualifying experience\*\*; OR masters degree AND one year of professional qualifying experience\*\*; OR masters or degree in social work.

\*\*Qualifying experience is defined as:

Either 1: providing services to children and their families either in the inspection, management, or administration of: foster care programs; day care programs; adoption programs; domestic violence programs; youth detention facilities; or other providers of care, support, and assistance to children, assuring compliance for certification or licensing purposes; OR

2: providing, supervising, monitoring, or administering services for children, adults, or their families, including but not limited to: providing social casework, case planning, case management, counseling, crisis intervention, advocacy on behalf of clients, or direct investigation of potential abuse and neglect in one or more of the following settings: human services; juvenile justice; criminal justice; local departments of social services; or local voluntary childcare service programs.

- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree

## Application Instructions

Qualified candidates should e-mail their resume and letter of interest to [eoajobpostings@ocfs.ny.gov](mailto:eoajobpostings@ocfs.ny.gov) You MUST include the Vacancy number of the position in the subject line of your email and/or cover letter to ensure receipt of your application. In order to qualify you for the position when you have current or prior New York State employment, you may be contacted by OCFS Personnel for your social security number to confirm your employment history.

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Please specify in your cover letter or resume how you meet the minimum qualifications (as described above) when responding to this posting. For example, you should provide specific

date ranges for qualifying experience, qualifying education or certifications, or the age range of individuals served. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

## **Additional Information**

Please use this link to see the **2 positions** OCFS is currently looking to fill. Note, there are 2 deadline dates (12/20/24 and 12/24/24) to apply for each role:

<https://statejobs.ny.gov/public/vacancyTable.cfm?searchResults=Yes&Keywords=Children+and+Family+Services+Specialist&title=&JurisClassID=&AgID=&isnyhelp=&minDate=&maxDate=&employmentType=&gradeCompareType=GT&grade=&SalMin=>

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\* For the duration of the NY HELPS Program, this title may be filled via non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply. At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

Candidates who took and passed the most recent holding of the Professional Careers Opportunities (PCO) Exam are also encouraged to apply.

### **Background Investigation Requirements:**

1) All prospective employees will be investigated through a Criminal Background Check (CBC), which includes State and federal Criminal History Record Checks. All convictions must be reported; conviction of a felony or misdemeanor, or any falsified or omitted information on the prospective appointee's employment application, may bar appointment or result in removal after appointment. Each case will be determined on its own merits, consistent with the applicable provisions of State and federal laws, rules, and regulations. Prospective employees will be fingerprinted in order to obtain a record of their criminal history information, and may be required to pay any necessary fees.

2) All prospective employees will be screened against the Statewide Central Register of Child Abuse and Maltreatment (SCR). Prospective employees will be required to pay any necessary fees.

3) For Division of Juvenile Justice and Opportunities for Youth (DJJOY) prospective appointees will be checked against the Staff Exclusion List (SEL) maintained by the Justice Center for the Protection of People with Special Needs. Prospective employees whose names appear on the SEL as having been found responsible for serious or repeated acts of abuse or neglect will be barred from appointment and may have their names removed from the eligible list(s) for the title(s) if applicable.