



NIAGARA COUNTY JOB POSTING

DATE POSTED: 3/16/26 DEADLINE: 3/29/26

POSITION TITLE/ #: Care Services Coordinator #2005 (HELP Program) – Residency
Waived

POSITION CLASS: Non-Competitive

PAY RATE: \$25.86 - \$29.72 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Health Department / Children with Special Needs

WORK LOCATION: 55 Stevens Street, Lockport, NY 14094

POSTINGS FOR CURRENT EMPLOYEES:

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or civilservice@niagaracounty.com.

STATUS FOR CURRENT EMPLOYEES: Permanent

Submit letter of interest and resume to:

NAME: Janice Jenosheck, Director Children with Special Needs

ADDRESS: 1001 11th Street, 2nd Floor, Niagara Falls, NY 14301
e-mail: Janice.jenosheck@niagaracounty.gov

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: Permanent

DESCRIPTION: For a complete job description and minimum requirements please visit:
https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

The Care Service Coordinator serves as a single point of contact to assure that infants and toddlers with developmental delays and disabilities and their families receive necessary services commensurate to their needs through care coordination and individualized family service plans (IFSP); have access to quality health services; increase the number of children receiving health assessments and follow-up diagnostic and treatment services; and otherwise promote the health of children by assisting in arranging and providing for preventive and primary care services for children and increasing the self-sufficiency of families as outlined under Title II-A of Article 25 of Public Health Law and its supporting regulations. Work is performed under administrative supervision. Does related work as required.

This position is non-competitive and covered under the HELP Program. Information on the HELP Program can be found here:

<https://www.niagaracounty.com/employment/#outer-1641>

MINIMUM QUALIFICATIONS: The minimum qualifications can be found on the continuous recruitment posting here:

[https://niagaracounty.com/Employment/Job Specs for Civil Service Positions.php](https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php)

Graduation from high school or possession of an equivalency diploma and one of the following:

1. Graduation with a Bachelor's Degree in a health or human services field; OR
2. Graduation with an Associate's Degree in a health or human services field and one year of experience in the provision of service coordination; OR
3. One (1) year of experience in service coordination and an additional year of experience in a service setting with infants and toddlers with development delays or disabilities; OR
4. Two (2) years of experience in service coordination activities as delineated in regulation.

NOTE:

1. A human services field includes majors in social work, psychology, mental health, early childhood development, gerontology, vocational and or psychological counseling, occupational therapy, physical therapy, therapeutic recreation, education, and nursing, etc.
2. Degrees 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.
3. Verifiable voluntary and/or part-time experience will be pro-rated.
4. Service coordination is defined in regulation as "assistance and services provided by a service coordinator to enable an eligible child and the child's family to receive the rights, procedural safeguards and services that are authorized under the Early Intervention Program."

SPECIAL REQUIREMENT: Possession of a driver's license at time of appointment and throughout duration of employment.

Apply electronically at: <https://niagara-portal.mycivilservice.com/> or submit paper applications to: Niagara County Human Resources, 111 Main Street – Suite G2, Lockport, NY 14094

Applications, Job Specifications, Job Postings & Exam Announcements can be found here:

<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer
Form Revised 4/4/2023