

Greene County Family Planning Job Announcement – SENIOR FAMILY PLANNING AIDE

Hourly Rate: \$18.85 (Grade 9, Step 0)

***This is a full-time, provisional appointment.
Permanent appointment is contingent upon Civil Service examination.***

This is a paraprofessional position responsible for performing supportive activities in the overall provision of family planning services. When the position is in the Family Planning Clinic, work is performed under the general supervision of the Family Planning Clinic Administrator in accordance with established policies and procedures. Does related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: The ability to understand and carry out routine oral and written directions; Good verbal and written communication skills; Good organizational skills; Ability to use a computer and related software; Ability to perform required job tasks with a minimum amount of supervision; Ability to work well with others, to establish rapport with individuals from a variety of ages, socio-economic, cultural, and religious backgrounds; Ability to work well under pressure, maintaining calm and pleasant attitude; Ability to deal effectively with the demands of the position; Maturity; Tact and good judgement; Neatness and good appearance.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **and either:**

- A. Associate's Degree in Human Services, Counseling or a closely related area **and** one (1) year of full-time paid experience in a family planning or women's health care clinic, or a primary care or medical office;
- OR**
- B. Three (3) years of full-time paid experience in a para-professional position in a family planning or women's health care clinic, or a primary care or medical office;

SPECIAL REQUIREMENTS: Possession of a valid NYS driver's license at the time of appointment, which you must maintain throughout employment.

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/US 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.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume but do not substitute a resume.**

Applications can be obtained at:

<https://www.greeneconomy.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@discovergreene.com.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and back ground check.