



TOMPKINS • SENECA • TIOGA

For Candor • Dryden • George Junior Republic • Groton • Ithaca • Lansing • Newfield • South Seneca • Trumansburg  
David J. Parsons  
Assistant Superintendent, Administrative Services

December 8, 2021

Please RePost/Job #1314a4

**VACANCY NOTICE**

**TITLE: SERVICE SPECIALIST** **Civil Service: Competitive**  
**Full-time, 10-month (Provisional) position** **Non-Affiliated/Employee**  
**Youth Development Department** **Location: T-S-T BOCES/Component Districts**

**DUTIES:** Provides direct services to students within TST BOCES’ component districts with a focus on social-emotional skills development and prevention education. Implements prevention lessons and social-emotional learning curriculums and facilitates skills building discussion groups for students in grades K-12. The work is performed under the general supervision of the Coordinator with considerable leeway allowed for independent judgment and program development. Performs other duties as assigned.

**QUALIFICATIONS:** An Associate’s Degree **AND** one (1) year full-time paid experience involving program development, planning or evaluation in a community health service organization, human service agency, or school system **OR** A High School or HSE Diploma **AND** three (3) years full-time paid experience involving program development, planning or evaluation in a community health service organization, human service agency, or school system **OR** any equivalent combination of training or experience equal to or greater than that described above.

**SPECIAL REQUIREMENTS:** In order for BOCES to receive program funding through NYS OASAS grant, within 24 months of appointment, candidate will be required to possess one of the following credentials:

- (a) Credentialed Prevention Professional (CPP); **OR**
- (b) Credentialed Prevention Specialist (CPS) who has an additional year of qualifying prevention work experience (minimum total of 2 years) and has completed an additional 150 hours of OASAS approved education and training (minimum total of 250 hours); **OR**
- (c) Prevention Professional who is licensed, certified or credentialed in a related discipline (see below); has two (2) years of qualifying prevention work experience, and has completed 60 hours of prevention-specific education and training. **Related Disciplines:** include: Credentialed Alcoholism and Substance Abuse Counselor (CASAC), Credentialed Problem Gambling Counselor, Certified Teacher, Certified Health Educator, Certified School Counselor, Certified Rehabilitation Counselor, Licensed Master Social Worker, Licensed Clinical Social Worker, Licensed Mental Health Counselor, Licensed marriage and Family Therapist, Registered Professional Nurse, Licensed Physician, Licensed Creative Arts Therapist and National Board Certified Counselor.

**NOTE:** Travel is required, as a result, candidates must possess and maintain a valid NYS driver’s license and have reliable transportation or demonstrate that they are able to meet these requirements.

Must meet Tompkins County residency requirements.

\***Must complete county on-line job application, please visit:** [www.tompkinscountyny.gov/personnel](http://www.tompkinscountyny.gov/personnel)

**START DATE:** January 3, 2022 or ASAP

**HIRING RANGE:** \$25,500.00 - \$30,000.00 Full-time salary range. Excellent benefits are available. (There is no current County Civil Service List of Eligibles therefore, position must be filled provisionally and is open to outside candidates. Appointee must take, pass and be reachable on the next civil service exam given for this title to be granted a permanent appointment.)

**Contact Person:** For further information, please contact Brandi Remington, 607-257-1551 at x1015.

**APPLICATION DEADLINE:** January 2, 2022 or until filled.

Please direct questions about employment opportunities to:

Email: [hr@tstboces.org](mailto:hr@tstboces.org) or visit our Web Site: [www.tstboces.org](http://www.tstboces.org)

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**Human Resources, TST - BOCES, 555 Warren Road, Ithaca, N.Y. 14850**

**Phone (607) 257-1551 or Fax (607) 257-2825 or (607) 697-8273**

Attach appropriate application to all resumes/vitae, list job number and name of position.

The Tompkins-Seneca-Tioga BOCES does not discriminate on the basis of race, color, creed, national origin, political affiliation, sex, age, marital or veteran status, disability, religious practice, ethnic group, gender expression and identity, weight, or genetic predisposition in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: David J. Parsons, Assistant Superintendent, Administrative Services, 555 Warren Road, Ithaca, NY 14850 (607) 257-1551 or [dparsons@tstboces.org](mailto:dparsons@tstboces.org)