



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **TELEHEALTH COORDINATOR(PART-TIME- 21 HRS./WEEK)**
(*Provisional Appointment)

SALARY: \$27.75/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Department of Public Health, Elizabethtown

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 21 Hour work weeks (Monday-Friday).
****BENEFITS ARE BASED ON EMPLOYMENT STATUS****

JOB SUMMARY: The work involves responsibility for providing administrative and technical support of the county-wide telehealth activities including installation, configuration and maintaining hardware of telehealth units. The incumbent provides onsite support services to users including training to operating department employees. Work is performed under the general supervision of the Home Health Administrator. Incumbent does related work as required.

MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's degree in Social Work, Psychology or Nursing or closely related field;
- B) Possession of an Associate's degree in a health-related field and two years of experience in providing human services to the public.
- C) Graduation from high school or possession of a high school equivalency diploma and four years of experience providing human services to the public.

ADDITIONAL REQUIREMENTS: Possession of a valid New York State driver's license at the time of appointment.

Residency Requirement: There is no residency requirement.

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announced at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

****The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.***

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/U.S. 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.

Posting Date: April 10th, 2025

Application Deadline: April 17th, 2025



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