



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

VACANCY ANNOUNCEMENT: VETERAN ENGAGEMENT SPECIALIST (PART-TIME)

YATES COUNTY IS SEEKING APPLICANTS FOR VETERAN ENGAGEMENT SPECIALIST TO FILL 1 VACANCY

Type of Appointment: Position Status: Classification:	Provisional Part-Time Competitive	Rate of Pay:	\$21.62 per hour
Location: Department:	Yates County Veterans Services Agency	Contract:	Non-Union
Vacancy:	1 position currently vacant	Exam Date:	To Be Determined
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	Application Fee:	Not Applicable (Exam will require a fee)
Posted:	August 19, 2025	Application Deadline:	Applications Accepted Until Filled

VETERAN ENGAGEMENT SPECIALIST - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for implementing Yates County's veteran peer-to-peer and outreach programs for military veterans, their dependents or survivors, and the community. The incumbent will be responsible for hosting community-based events, with work being performed in the office and in the field. Routine travel will be required and the incumbent may be required to work flexible hours, including evenings and weekends as needed. The work is performed under the general supervision of the Director of Veterans Services Agency. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Oversees veteran engagement programs to promote benefit and resource awareness;
- Organize and facilitates veteran-focused peer programming and outreach events;
- Acts as a referral agent for veterans and connects willing participants to eligible benefits;
- Assists participants in understanding and accessing available community supports and resources, including those available through the Yates County Veterans Services Agency;
- Develops programs to meet the unique needs of the veteran population, including those who are unable to attend regularly scheduled events (i.e., individuals living in skilled nursing and assisted living facilities);
- Completes required documentation, including progress notes and care plans, in accordance with agency standards;
- Identifies and maintains partnerships and collaborations with other community-based human service providers to ensure a strong referral network is in place;
- Creates promotional materials to aid in outreach, including flyers, brochures, and social media graphics;
- Manages communications for veteran engagement and peer support programs, with responsibility for managing the website and calendar of veteran community events;
- Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of the benefits and services available to veterans and their dependents;
Working knowledge of relevant State and Federal laws and regulations impacting veterans and their dependents;
Good knowledge of social service programs and other community resources;
Ability to counsel individuals in the areas of economic, social, emotional, and vocational problems;
Ability to communicate effectively both orally and in writing;
Ability to understand and empathize with the needs and concerns of others;
Ability to analyze and organize data and prepare records and reports;
Ability to establish and maintain rapport and effective working relationships with others;
Ability to operate a personal computer and utilize common office software programs;
Ability to function independently and manage own scheduling;
Ability to travel;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Possession of an Associate's Degree; OR
- b) Graduation from high school or possession of a high school equivalency diploma AND one (1) year of full-time, paid experience (or its part-time equivalent) in peer support programs or a related field that involved administrative services or human services; OR
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

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.

SPECIAL REQUIREMENT(S):

- a) **The incumbent must be a veteran as described in section 350 of the New York State Executive Law (i.e. a person, male or female resident of the state, who has served in the active military or naval service of the United States during a war in which the United States engaged and who has been released from such service otherwise than by dishonorable discharge, or has been furloughed to the reserve).**
- b) Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position. This job may involve extensive travel, and employees in this class must have reasonable access to transportation to meet fieldwork requirements of the position in a timely and efficient manner.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well.

The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**