



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

### Saratoga County Mental Health and Addiction Services

**Job Title:** OUTREACH CARE WORKER (Part Time)

**Salary Range:** \$24.35/Hour

**Work Location:** 135 S Broadway, Saratoga Springs, NY 12866

**Classification:** Competitive (Exam Required)

#### Job Description

This position exists in the Mental Health Department and involves responsibility for assisting clients in obtaining needed services and publicizing program activities. Work involves responsibility for assessing and identifying client needs and working collaboratively with other County Departments, as well as community-based agencies, to make linkages to community resources and health care services. Work may involve assisting clinical staff with scheduling, facilitating, and monitoring services for high-risk populations. The work may take place in offsite settings of the Department, such as the County correctional facility, and work is performed under general supervision of designated higher level supervisory staff. Performs related work as required.

#### Minimum Qualifications (at least)

- (A) Possession of an Associate's Degree OR HIGHER in Human Services, Public Health, Nursing, or a closely related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma (GED) and two (2) years of full-time paid experience, or it's \*part-time/volunteer equivalent, in human services work involving direct contact with clients in need of social, economic, physical, or emotional support services.

\*part-time/volunteer experience evaluated on a case-by-case basis.

#### SPECIAL REQUIREMENT:

Candidate must possess, and maintain, a valid New York State Driver's License appropriate for the type of vehicle to be operated.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US 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.)

#### Typical Work Activities (\*Illustrative)

- Publicizes program activities by preparing brochures, and other promotional literature;
- Verbally presents program information to civic organizations to promote awareness of available services;
- May visit clients to assess and identify issues, advocating on their behalf to bring about desired action;
- May arrange transportation for clients to physicians' offices as necessary;
- May interview clients/inmates to determine program eligibility and to coordinate services;
- Assists in the completion and filing of Medicaid applications prior to release and in the scheduling of initial appointments with Department of Social Services when possible;
- Assists with applications for other appropriate identified entitlements and benefits (i.e., Home Relief, Food Stamps, SSI);
- May prepare periodic and special reports on program activities, and make recommendations or suggestions for improving services or modifying operations;
- Maintains cooperative relationships with human service agencies relative to immunizations;



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- Advises clients and their families in identifying and making necessary referrals for program services;
- Assesses client's needs and makes referrals to community organizations for the provision of human services;
- Prepares and maintains a variety of written records, statistics and reports regarding program activities including data management;
- Assists clinical staff with scheduling, facilitating and monitoring services for patients/clients;
- Assists in locating necessary community resources and evaluates the services provided.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- This position is being filled on a *provisional* basis pending the results of a Civil Service exam to be scheduled at a later date.

### To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

**Applications will continue to be accepted until the vacancy has been filled**

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*