



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Mental Health and Addiction Services

Job Title: STAFF SOCIAL WORKER (HELPs Program)

Salary Range: \$76,343 - \$86,069* (*Based on years of service employed with Saratoga County)

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

Classification: Non-Competitive (Exam requirements temporarily waived)

Job Description

Provides social work and counseling services to patients at a Community Mental Health & Addiction Services facility. Duties require the performance of clinical services to help patients with social, mental, behavioral and related difficulties associated with their mental illness or addiction. Work is performed within prescribed routines, with some leeway permitted in determining the scope of work to be performed in helping the patient more fully integrate into their environment. Incumbent functions under the direction of a Program Coordinator or Supervising Social Worker who may define or limit the work to be performed. Employees in this class are expected to meet with professionals or agencies in or outside of the community to obtain assistance and guidance for patients. Direction may be provided to assigned substance abuse counseling staff. Does related work as required.

Minimum Qualifications (at least)

Possession of a Master's Degree* in Social Work, or a Master's Degree* in Counseling, and licensure as an LCSW, LCSW-R, LMSW, or LMHC, with one (1) year of counseling experience.

NOTE(s): Possession of a Limited Permit to practice as an LMSW or Limited Permit in the professions of mental health counseling, or willingness to apply for and obtain Limited Permit in either, within two weeks of employment, may be replaced for licensure in the corresponding specification.

Unpaid supervised volunteer/internship experience at a local mental health or counseling center in New York State will be considered on a case-by-case basis.

(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)

- Participates in the screening and intake of new patients, evaluating and diagnosing the patient and problems associated;



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- Participates in individual, group and family therapy to assist patients adjust to their disabilities and social environment;
- Refers clients to other governmental and non-governmental agencies;
- Coordinates various activity and treatment programs with other social and human services agencies;
- Compiles and maintains case studies regarding patient information;
- Works with team members and community agencies to relate patient's treatment and rehabilitation program to their social situation prior to discharge;
- Collects and maintains appropriate data from various sources such as professional staff and patient's family members, to establish an overall approach to the solution of the patient's mental and social problems;
- Maintains information on community and health resources which may be utilized during patient's care and subsequent discharge;
- Participate in the transfer process of patients to other levels of treatment as appropriate;
- Provides on-call (including after hours) and emergency coverage as assigned;
- Performs other related duties as necessary.

**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 given 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 through the date posted or until flyer is removed.

***** This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through December of 2026 *****

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.