



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Mental Health and Addiction Services

(Position Available as of 7/3/26)

Job Title: SUPERVISING SOCIAL WORKER

Salary Range: \$82,860 - \$92,580* (*Based on years of service employed with Saratoga County)

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

Classification: Competitive (Exam required)

Job Description

The incumbent is responsible for supervising assigned psychiatric social work services within the total operations of a community mental health center. The position entails independent action within the scope of responsibility and supervision of social workers. It requires coordination with other program staff and administrators to facilitate treatment and rehabilitation of individuals diagnosed with mental illness and/or addiction issues. Provides social work services to patients with social, mental, behavioral and related difficulties associated with their mental illness or addiction. The work is performed under the general direction of the Program Coordinator for the Mental Health Clinic, the Commissioner/Deputy Director or other upper-level administrative staff of the Department of Mental Health & Addiction Services. Does related work as required.

Minimum Qualifications (at least)

Possession of a Master's Degree in Social Work, or other Master's Degree that the NYS Department of Education recognizes as eligible for a certificate as a CSW, AND three (3) years of full-time paid social work experience in a community mental health program with at least one (1) additional year of full-time paid experience involving the supervision of one or more persons engaged in social work.

SPECIAL REQUIREMENTS: Must have and maintain a certificate from NYS to practice as a Certified Social Worker.

(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.)



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Typical Work Activities (*Illustrative)

- Supervises and monitors the day-to-day activities of assigned social workers;
- Assures quality and appropriateness of the services provided by assigned social workers consistent with agency practice and regulatory requirements;
- Provides direct clinical care, including screening and intake, individual, group and family counseling, crisis intervention, and on-call (including after hours) and emergency coverage, as assigned;
- Coordinates referrals, activities and treatment services with other agencies and providers;
- Coordinates with other supervisory staff case conference meetings regarding patients;
- Coordinates staff development regarding mental health treatment and social work issues;
- Participates in long range planning toward the development of improved mental health services and programs;
- Participates within the community in case finding, community education regarding prevention and treatment of mental illness, and public advocacy for the prevention, intervention and treatment of mental illness;
- Performs related work 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 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 through the date posted, or 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.