



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Mental Health and Addiction Services

- Job Title:** OUTREACH CARE WORKER (HELPS Program)
- Salary Range:** \$47,118 - \$56,880* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)
- Work Location:** 135 S Broadway, Saratoga Springs, NY 12866
- Classification:** Non-Competitive (Exam requirements temporarily waived)

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 includes assessing and identifying client needs and working collaboratively with other County Departments, as well as community-based agencies, to establish linkages to community resources and health care services. Responsibilities may include providing short-term care management and resource navigation; assisting clinical staff with scheduling, facilitating, and monitoring services for clients; supporting quality assurance and compliance activities; and providing community education about the Department's programs. The work may take place within the Department or in community-based settings and is performed under the general supervision of designated higher-level supervisory staff. Performs related work as required.

Minimum Qualifications (at least)

- A.** Possession of an Associate's Degree 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 clear and valid New York State Driver's License appropriate for the **type** of vehicle to be operated, in meeting the necessary transportation needs of the job.*

(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)

- Presents program information to organizations and community members to promote awareness of available services;
- Represents/promotes the Department's programs at relevant community events;
- May interview clients to determine program eligibility and to coordinate services;
- Assesses client's needs and makes referrals to community organizations for the provision of human services;
- Assists with applications for appropriate identified entitlements and benefits (i.e., Medicaid, SNAP, Housing Programs);
- May arrange transportation for clients to medically necessary appointments;
- Maintains cooperative relationships with human service agencies;
- Assists clinical staff with scheduling, facilitating, and monitoring services for clients;
- Assists in locating available community resources and presenting information to program staff and clients;
- Assists with quality assurance and program compliance activities;
- Prepares and maintains a variety of written records, statistics and reports regarding program activities including data management;
 - Performs related work as necessary.



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**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

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 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.