



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Sheriff's Office

- Job Title:** MENTAL HEALTH PROGRAM COORDINATOR
- Salary Range:** \$84,875 - \$108,911* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)
- Work Location:** 6012 County Farm Road, Ballston Spa, NY 12020
- Classification:** Competitive (This position is being filled on a provisional basis pending the approval to NYS HELPs program)

Job Description

This is professional and administrative work involving administering and supervising the services of a Community Mental Health Program. Responsibilities include developing and administering programs to assist individuals with managing and stabilizing symptoms of mental illness as well as establishing and improving skills needed to function within the community. The incumbent will be required to coordinate with other program staff in facilitating treatment and rehabilitation of individuals in the care of the Mental Health program. Programming will be maintained in accordance with regulations and guidelines as set by the NYS Office of Mental Health, County Policy & Procedures and Agency practices. Work is performed under the general direction of the Corrections Administrator with leeway allowed for the exercise of independent judgement within the scope of responsibility. Supervision is exercised over clinical and support staff assigned to program. Does related work as required.

Minimum Qualifications (at least)

- A. Possession of a Master's Degree in Nursing, Psychology, Social Work, Mental Health Counseling, or a related field **AND** three (3) years of clinical nursing, psychology, social work or counseling experience. One (1) year of relevant administrative responsibilities for supervision, training and program development is preferred; **OR**
- B. Possession of a Bachelor's Degree in Nursing, Psychology, Social Work, Mental Health Counseling or a related field **AND** eight (8) years of clinical nursing, psychology, social work or counseling experience. One (1) year of relevant administrative responsibilities for supervision, training and program development is preferred.

(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)

- Plans, organizes, administers, supervises, evaluates and improves mental health treatment services in a program setting;
- Provides direct clinical work with patients, including screening and intakes, counseling and emergency coverage;



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- Works cooperatively with public and private agencies and community groups in coordinating activities and services for the mentally ill;
- Develops or assists in development of community resources established to serve the needs of the mentally ill;
- Maintains and regulates productivity of clinical and support staff;
- Participates in the planning and development of policies and procedures;
- Maintains a variety of statistical and budgetary reports as necessary;
- Assists in the recruitment, training and development of program staff and volunteer workers;
- Maintains NYS Office of Mental Health program certification.
- 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
- *Position will be submitted to the NYS HELPs program. It will remain provisional until approved by NYS Civil Service.*

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 has been removed.

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.