



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street Unit 21
Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

Job Vacancy **Clinic Director**

Schuyler County Community Services

LAST DATE TO FILE: Applications accepted until position is filled.

SALARY: \$69,944 - \$78,688 dependent on experience with excellent benefit package which includes: NYS Retirement; Health Insurance; option for Deferred Compensation, paid sick, personal, holiday, and vacation time. Information on Management benefits can be found at <http://www.schuylercounty.us/DocumentCenter/View/4349/Management-Confidential-Handbook-?bidId=>

HOW TO APPLY: Applicants must submit a Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service office. Applications **WILL** be accepted via email or fax. You may include a resume with your application; however, **you may NOT substitute "See Resume"** for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**

VACANCY: At the present time, there is one full time opening in the Schuyler County Community Services Department. The person hired will need to take a Civil Service exam at a later date and be reachable on the list to gain permanency in the position.

RESIDENCY REQUIREMENT: None.

JOB DESCRIPTION: This is a clinical and administrative position involving administrating and supervising services of a licensed mental health clinic, related school satellites, and care management services. This position includes the provision of direct clinical services as well as community education and training. Work is performed under the general direction of the Director of Community Services with a high level of independent judgment allowed in planning and carrying out the details of the work. Supervision is exercised over Senior Clinicians and the Senior Care Manager. General Supervision is exercised over clinical staff, interns, and care managers. May assume responsibility for involuntary psychiatric hospitalizations in the absence of the Director of Community Services.

TYPICAL WORK ACTIVITIES:

- Supervises and oversees the mental health clinic operations;
- Supervises the activities of Senior Clinicians and Senior Care Manager to include evaluation to ensure work performance standards, oversight of staff development, caseload supervision and discipline where required;
- Performs a variety of administrative tasks such as directing recruitment efforts for vacant positions, participating in the hiring process, approving leave requests and other forms as required by the county's policies and procedures for employees;
- Supervises and leads the Senior Committee;

Serves as a member of the Leadership, Quality Improvement, and Policy Committees;
Coordinates and is responsible for clinic professional staffing schedule;
Coordinate with professionals, staff, family members, agencies and the community to identify individuals at risk or need treatment, but are unwilling or unable to seek treatment;
Coordinate referrals to other agencies, the transfer of responsibility and follow up on the transfers;
Coordinate, assign and follow up on off campus clinic services;
Measures and evaluates Clinic performance, maintaining and regulating staff productivity;
Participate in new clinic employee training;
Participates in treatment meetings with staff of other area organizations and facilities dealing with mental health related issues to develop unified approaches and to discuss common issues;
Participate in the planning and development of policies and procedures;
Participate in, initiate, assign or coordinate informational and educational community activities to increase community and agency knowledge of treatment and prevention options;
Participate in or initiate campaigns to stimulate interest in prevention of mental illness and reduction of stigma;
Participate, support and collaborate in the regular survey of client satisfaction;
Ensure clinic meets codes, standards, and other legal requirements for operating under license;
Provides regular reporting of clinic services and statistical information;
Completes other duties as assigned by the Director of Community Services.

MINIMUM QUALIFICATIONS FOR LICENSED CLINICIAN:

A. Education: Possession of a:

1. Master's Degree in Rehabilitation Counseling or related field with a license as a mental health counselor in New York State; **or**
2. Master's Degree in Social Work with license as a Clinical Social Worker in New York State, **or**
3. Master's Degree in Nursing with license as a Registered Nurse in New York State; **or**
4. Doctorate in Psychology and license as a Psychologist in New York State; **and**

B. Experience: Three (3) years of professional work experience in a Mental Hygiene program, one of which must have been in an administrative or supervisory capacity.

**** Note:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. 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.

Applications and announcements are available at: www.schuylercounty.us or the
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Date Issued: March 1, 2023