SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street , Unit 21
Watkins Glen, NY 14891
(607) 535-8190 Fax: (607) 535-8193
E-Mail: civilservice@co.schuyler.ny.us

Lorry Johnson
Personnel Officer

POSITION VACANCY

Senior Care Manager

Schuyler County Community Services

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

SALARY: $34.05/hr with excellent benefit package ranging from $12,670 - $32,136 which includes: NYS Retirement; Health Insurance; option for Deferred Compensation, paid sick, personal, holiday, and vacation time. For full details on benefits the CSEA Admin Unit contract can be found at http://www.schuylercounty.us/DocumentCenter/View/566/CSEA-Local1000-Admin-Unit-1-1-2020-to-12-31-2025?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: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of the written examination. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

JOB DESCRIPTION: The work involves responsibility for providing supervision of Care Managers, supporting staff in the process of engaging in new community services, and coordinating efforts to help improve options for clients with clinic and community providers. The Sr. Care Manager works to create a seamless process from the initial referral to enrolment of clients into the services that best meet the client's needs. Included in this process will be the prioritization of cases, coordinating services and providers, initializing dialogue and developing strategies to meet the needs of the clients in the community. Responsibilities also include leading community oriented service collaboration meetings that include but are not limited to: SPOA, SPOE and AOT services.

TYPICAL WORK ACTIVITIES:
Provides supervision, direction, instruction, constructive feedback and counsel to subordinate staff on the Care Management Team;
Communicates and supports the Community Service Department's organizational vision, set of values, mission, beliefs, and strategic plan to all staff;
Coordinates direct involvement of treatment planning between respective community services providers;
Participates in or reviews the screening, admission/non-admission, treatment and discharge of each client;
Provides direct Care Management services as needed and determined by the Department Director;

Provides casework toward client self-sufficiency and improved functioning of the individual and family including financial management, parenting, or available community resources;
Conduct outreach and education activities to inform providers of available county resources;
Emphasize collaboration and engagement with clients, families and the community;
Plans, develops and supervises the use of an information system to monitor vacancies and to access high-end services;
Directs regular staffing conference involving presentation of new cases and the formulation or revision of treatment plans;
Makes necessary collateral contact with employers, relatives, friends, physicians, hospitals and service providers;
Work with other community contacts statewide on planning, information sharing and lessons learned;
Be the liaison to Health Homes, refer clients and be a resource for questions and services;
Provides appropriate intervention and/or direction in crisis situations;
Regularly reviews productivity, ensuring minimal number of contacts occur for optimized billing;
Monitor medical record documentation to ensure it is complete, accurate and done within UR standard timelines, following county and state guidelines.

MINIMUM QUALIFICATIONS:

Education

1. Master's Degree in Social Work, Psychology, Nursing, Health Care Administration or other similar degree.

2. Licensed professional preferred (e.g., licensed clinician, psychologist).

AND

Experience

Three years of experience:
1. In providing supervision to clinicians and/or CM's providing direct services to individuals with SMI/serious SEDs.
2. Licensed professionals in one of the qualifying education fields may be substituted for one year of supervisory experience.

AND

Two years of experience:
1. In providing direct services to people with Serious Mental Illness, developmental disabilities, or substance use disorders; or

2. In linking individuals with Serious Mental Illness, developmental disabilities, or substance use disorders to a broad range of services essential to successful living in a community setting (e.g. medical, psychiatric, social, educational, legal, housing and financial services).

Background Investigation: Candidates may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to pass the pre-employment drug test or to meet the standards for the background investigation may result in disqualification.

Applications and announcements are available at www.schuylercounty.us
or the Schuyler County Civil Service Office,
105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

Date Issued: April 26, 2023