



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Vacancy Announcement

Director of Community Services

Schuyler County Community Services

HOW TO APPLY: Submit Civil Service application and proof of degree to Schuyler County Civil service office. Applications will be accepted until the position is filled.

SALARY: Range of \$96,727 – 108,818 commensurate with education and experience. 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 the link below: <http://www.schuylercounty.us/DocumentCenter/View/4349/Management-Confidential-Handbook-?bidId=>

VACANCY: At the present time, there is one full-time opening in the Schuyler County Community Services Department.

RESIDENCY REQUIREMENT: None

JOB DESCRIPTION: This position involves responsibility for administering Community Mental Hygiene Services by assuring proper implementation of the New York State Mental Hygiene Law. The incumbent in this class is responsible for overseeing and monitoring outpatient treatment services and interventions offered to county residents by community service agencies. The work is performed under general supervision of the County Administrator, County Legislature, and the Community Services Board. Direct supervision is exercised over: Deputy Director of Community Services and/or Clinic Director; Compliance Officer; Computer & Business Services Coordinator; Doctors and the Administrative Assistant. General supervision is exercised over Community Services staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs local planning in conjunction with the Community Services Board in all three disability areas of OMH, OPWDD and OASAS;

Directs treatment of patients in facility provided by the mental health agency;

Coordinates services for community mental health, mental retardation and alcohol/substance abuse;

Coordinates health services with other authorized public health agencies, boards and groups;

Coordinate planning, program, and resources of Community Services.

May, on appointment of the Commissioner of Mental Hygiene, serve as a member of a regional mental hygiene advisory committee;

Interprets activities to the community in promoting maximum use of mental health, mental retardation and alcoholism services;

Plan, organizes and supervises psychiatric rehabilitation services;

Develops staffing and budgeting recommendations to the Community Services Board for immediate and long-range programming;
Develops studies related to the promotion of mental health, mental retardation and alcoholism services or the prevention of psychiatric disorders;
Develops and encourages the expansion of preventive, rehabilitative, and treatment programs in the field of mental health, mental retardation and alcoholism including the establishment of facilities for these purposes.
Prepares and applies for applicable grants to create, enhance or expand Community Services
Prepares, executes, and regularly reviews applicable contracts
Provide monthly reports to the Community Services Board and its sub-committees in areas of finances, program statistics, quality assurance concerns, etc.
Provide an Annual Report of the programs under his/her direction, including fiscal accounting, quality of programs and upcoming planning.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of license to practice medicine in New York State who shall be deemed board qualified or board eligible as a psychiatrist or as a neurologist by the American Board of Psychiatry and Neurology; **or** as a pediatrician by the American Board of Pediatrics. **In addition**, he/she shall have had at least five years of progressively responsible clinical and/or administrative experience working in a program for people who have a diagnosis of mental illness, mental retardation, developmental disability, alcoholism or substance abuse. At least two of the five years shall include functioning in an administrative capacity for the management of a program in which there was responsibility for the overall direction and control of an identifiable organizational unit or program ; **or**
- B. New York State certification as a Psychologist **and** Ph.D. from an accredited university **and** shall have had the required work experience as outlined in A above; **or**
- C. Licensed by the New York State Department of Education as a psychiatric social worker **and** must have a Master of Social Work degree from an accredited college or university; **and** shall have had the required work experience as outlined in A above; **or**
- D. Licensed by New York State Department of Education as a registered nurse **and** must have a Master's Degree in psychiatric mental health nursing from an accredited college or university; **and** shall have had the required work experience as outlined in A above; **or**
- E. Possession of a Master's Degree in rehabilitation counseling, psychology, social work, public health administration, public administration, hospital administration, human services administration, business administration or other equivalent degrees as determined by a curriculum review and approved by the New York State Education Department; **and** shall have had the required work experience as outlined in A above.

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
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