



Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously

Michael Mascarenas
County Manager

Stephen McNally
Chairman of the Board

TITLE: **DIRECTOR OF PATIENT SERVICES**
 (Provisional Appointment)*

SALARY: \$45.60/HR.
 Current employees hired **PRIOR** to 2009 contact Personnel for rate of pay.

LOCATION: Essex County Department of Public Health, Elizabethtown

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 37 ½ Hour work weeks (Monday-Friday).

JOB SUMMARY: The work involves responsibility for planning, organizing, directing, coordinating and evaluating patient care services provided by the certified home health agency. The Director of Patient Services is responsible for the professional and financial operations of the agency, and has direct responsibility for and supervision of all personnel under the incumbent's administrative jurisdiction in order to assure safe, effective and efficient patient care services. The work is performed under the general direction of the governing authority of the agency. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

MINIMUM QUALIFICATIONS: A Masters or Baccalaureate Degree in Nursing from an approved program, or from a non-approved program supplemented by content which can be equated to an approved program, and either:

- (a) Two years of experience in a management level position in a certified home health agency;
- (b) A combination of education and experience which is deemed equivalent to the experience requirement as specified in (a) by the State Office of Health Systems Management.

SPECIAL REQUIREMENT: Candidates must possess a limited permit to practice or licensure and current registration to practice as a Registered Professional Nurse in New York State at the time of appointment.

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

Residency Requirement: There is **no** residency requirement.

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.

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announced at a later date. Applications will be accepted until the closing date of the examination. People seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

Posting Date: October 15th, 2026

Application Deadline: October 26th, 2026

*The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.



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