



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **MENTAL HEALTH OUTREACH COORDINATOR**
*(*Provisional Appointment)*

SALARY: \$28.77/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Mental 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 35 Hour work weeks (Monday-Friday).

JOB SUMMARY The work involves responsibility for leading, organizing and overseeing projects assigned by the Director of Community Mental Health. The individual will be responsible for facilitating oversight of the governance group associated with coalitions associated with Community Mental Health services. They will oversee implementation of the multiple initiatives of the coalitions. The work is performed directly under the general supervision of the Director of Community Mental Health Services with leeway allowed for the use of independent judgement in carrying out the details of work. The incumbent does related work as required as assigned.

MINIMUM QUALIFICATIONS: Either:

- A) Possession of a Master's degree in Mental Health, Social Work, Public Health, Public Health Education, Education, Community Health, Community Planning, or related field; or
- B) Possession of a Bachelor's degree in Mental Health, Social Work, Alcohol and Substance Abuse Studies, Human Services, Public Health, Public Health Education, Education, Community Health, Healthcare or Community Planning and two (2) years of experience in a related field; or
- C) Possession of an Associate's degree in Social Work, Alcohol and Substance Abuse studies, Human Services, Public Health, Public Health Education, Education, Healthcare, Community Health, Community Planning or related field and five (5) years of experience in related field; or
- D) An equivalent combination of training and experience as defined in A), B) and C) above.

Residency Requirement: There is no residency requirement.

(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

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 exam to be announced at a later date. Applications will be accepted until the closing date for 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.

***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.**

Posting Date: May 23rd, 2025

Application Deadline: June 2nd, 2025



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