



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

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **SUPERVISING CARE MANAGER**
(Provisional * Appointment)

SALARY: \$29.57/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Department of 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 Hours work weeks (Monday-Friday).

JOB SUMMARY: This is a supervisory position overseeing the coordination, administration and evaluation of care management and mental health services provided by Essex County Mental Health. The work involves responsibility for providing care coordination services for individuals and/or their families, including children, to assist them with their economic, medical, emotional, social, and environmental difficulties. This employee supervises Care Manager staff to create, document, execute and update plans for those served. The Supervising Care Manager worker formulates and carries out plans to meet the individual problems of the cases assigned with limited supervision. 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: Either:

- a) Possession of a Bachelor's degree in a Mental Health related field with a major concentration in social work, psychology, nursing, rehabilitation, education, occupational therapy, counseling, community mental health, child and family studies, sociology, or other such human services fields and three (3) years of experience delivering care management services in a medical or behavioral health setting; or
- b) Possession a Bachelor's degree and five (5) years of experience delivering care management services in a medical or behavioral health setting;
- c) An equivalent combination of training and experience as defined in a) and b).

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION: Possession of a current New York State Driver's License at the time of appointment.

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 examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons 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: April 16th, 2024

Application Deadline: April 26th, 2024

**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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