



DATE: July 13, 2023

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there is currently an open competitive eligible list.)

FROM: Tara McDonald, Commissioner of Mental Health
239 Golden Hill Drive Kingston, NY 12401

JOB VACANCY: Senior Case Manager / Permanent/Provisional / Full-Time / Benefited

LOCATION: Mental Health Bldg

SALARY: \$34.90 / hour (Grade 16)

FILL DATE: August 3, 2023

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class provides coordination of care management services to consumers who are in the adult and/or child Single Point Of Access (SPOA) process, eligibility determination, and data entry and analysis. Senior Case Manager activities include assessing the consumer's interest in utilizing available services and coordinating the various services to achieve engagement. This position requires both clinical and administrative skills and provides clinical and administrative support to various programs. Supervision is received from assigned senior staff. Supervision may be exercised over the work of subordinate personnel. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the causes, effects and symptoms of mental illness and chemical dependency; thorough knowledge of the SPOA process; thorough knowledge of Ulster County Health Home eligibility, community resources and services; good knowledge of Ulster County behavioral health service system and Ulster County support service system; working knowledge of NYS consumer based data programs; ability to establish and maintain a rapport with mental health clients, and their families; ability to analyze and report on relevant data; ability to use computers and program related software; ability to maintain databases; ability to prepare narrative reports, statistical reports and general correspondence as requested; ability to function well under stress and in emergencies; ability to keep abreast of new developments in the mental health field; good judgment; initiative and resourcefulness; emotional maturity; tact.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree which included or was supplemented by thirty (30) semester credit hours in psychology, sociology, one of the behavioral sciences or a related field and three (3) years of experience working with populations presenting mental health and/or substance abuse issues.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

Special Requirement: Possession of a valid New York State driver's license at time of appointment.

Note: Verifiable volunteer experience may be accepted, if such experience is in all respects other than salary the equivalent of paid experience.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.