



DATE: March 4, 2026

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Tara McDonald, Commissioner of Mental Health
368 Broadway, Kingston, NY 12401

JOB VACANCY: Court Navigator / Permanent/Provisional / Full-Time / Benefited

LOCATION: 368 Broadway

SALARY: \$50.68 / hour (Grade 20)

FILL DATE: March 25, 2026

DISTINGUISHING FEATURES OF THE CLASS: This is a professional clinical and administrative position that oversees the Community Support Division within the Department of Mental Health. This position is chiefly tasked with the responsibility for providing program participants with basic information about the court process and education on court terms. Administrative duties involve the development and maintenance of the programs within the division under the general supervision of a higher-level employee. The incumbent has responsibility for providing ongoing training and consultation about navigator services and available state and local behavioral health resources. Clinical duties include conducting initial screenings to assist with referrals to mental health services, addiction services, treatment programs, and community resources based on their needs and circumstances ensuring that clients' needs are accurately assessed and effectively treated. Incumbents maintain accurate records of clients served, interventions, and outcomes. Supervision is exercised over professional and paraprofessional staff within the Community Support Division. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: : Thorough knowledge, within the professional discipline of the incumbent, of the principles, methods, procedures and practices of mental health therapy; thorough knowledge of the services offered in the community such as continuing treatment services, and crisis intervention; good knowledge of the community support system and resources available; good knowledge of the behavioral health system of care and criminal justice system; good knowledge of supervisory and management skills; working knowledge of addiction and intellectual/developmental disabilities; ability to work with the Serious Mental Illness (SMI) population; ability to maintain records and prepare narrative reports, statistical reports and general correspondence; ability to communicate effectively, both orally and in writing with other departmental staff and the community; sound professional judgment; tact.

MINIMUM QUALIFICATIONS: Possession of a Master's Degree in Social Work or related field and two (2) years of full-time paid or its part-time equivalent experience in direct mental health assessment and treatment which included or was supplemented by one (1) year of direct supervision of mental health professionals in a behavioral health setting; AND EITHER

- A. Current licensure as a Licensed Clinical Social Worker (LCSW) by the New York State Department of Education; OR
- B. Current licensure as a Licensed Mental Health Counselor issued by the New York State Department of Education.

Note: Your degree or college credits must have been awarded or earned 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.

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.

If this is an Ulster County position it will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

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.