

DATE: October 23, 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: Complex Care Coordinator / Permanent/Provisional / Full-Time / Benefited

LOCATION: 368 Broadway

SALARY: \$40.91 / hour (Grade 17)

FILL DATE: November 16, 2026



DISTINGUISHING FEATURES OF THE CLASS: An employee in this class provides a range of administrative, coordination, case management, and social work services to providers and clients. This title supports the Ulster County Department of Mental Health's (UCDMH) Assisted Outpatient Treatment (AOT) program. Specifically, this title supports the utilization of Enhanced Voluntary Agreements (EVA) in the County. EVAs provide a high-level of support and supervision to individuals at-risk to themselves or others due to Serious Mental Illness who do not require court-ordered treatment. Supervision is received from higher-ranked UCDMH staff at regularly scheduled sessions and on request, with considerable leeway allowed for the use of independent judgment and initiative in individual cases. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of community mental health, addiction and developmental disability services; good knowledge of community resources; ability to organize, oversee and coordinate mental health care management services; ability to coordinate planning across departments and agencies; ability to prepare case summaries as well as outcome reports for administrative purposes; ability to utilize technology to optimize operations of the program; ability to provide leadership; initiative; good judgment; tact; ability to work cooperatively with other agency staff.

MINIMUM QUALIFICATIONS: Either;

A. Possession of a Master's Degree in Social Work or related field **AND** Current licensure as a Licensed Master Social Worker (LMSW) by the New York State Department of Education; **OR**

B. Possession of a Master's Degree in Social Work or related field **AND** One (1) year of post-degree professional experience in mental health; **OR**

C. Possession of a Bachelor's Degree in Social Work or a related field; **AND** Three (3) years of post-degree professional experience in mental health.

Special Requirement: Candidates must complete continuing education training hours as required by the New York State Department of Education to maintain professional licensure with no lapses in licensure during terms of employment.

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 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.