

**DATE:** April 12, 2024

**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  
368 Broadway, Kingston, NY 12401

**JOB VACANCY:** Mental Health Systems Specialist-Adult Services / Permanent/Provisional / Full-Time / Benefited

**LOCATION:** Mental Health Department

**SALARY:** \$44.50 / hour (Grade 19)

**FILL DATE:** May 3, 2024



**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position in the Ulster County Mental Health Department primarily responsible for clinical and administrative inter-agency and inter-departmental coordination of services for adults. The employees in this position coordinate and oversee Single Point of Access/Accountability (SPOA) activities. This position is supervised by the Local Government Unit (LGU) Program Supervisor and works collaboratively with residential, case management, Mental Health, MR/DD, Substance Abuse, other agencies and County Departments with leeway for independent judgment. 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 adult services and planning of services; thorough knowledge of the principles and practices of prevention, treatment, and wellness services and the principles of recovery and resiliency in mental health; good knowledge of community mental health, DDSO, and probation services; good knowledge of community resources; working knowledge of computer programs as they apply to mental health services; ability to organize, direct and coordinate mental health case 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 provide leadership; initiative; good judgment; tact; ability to work cooperatively with other agency staff.

**MINIMUM QUALIFICATIONS:**

A. (1) Graduation from a regionally accredited or New York State registered college or university with a Doctoral Degree in Clinical Psychology. The doctoral degree must have been granted on the basis of completion of a program of psychology registered with the New York State Department of Education or the substantial equivalent thereof, in accordance with the New York State Commissioner of Education's regulations; **AND**

(2) Current licensure as a Psychologist issued by the New York State Department of Education; **AND**

(3) One year of post licensure clinical experience including or supplemented by one year of clinical experience in adult services in community mental health, social services, residential treatment, or inpatient settings; **OR**

B. (1) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work; **AND**

(2) Current licensure as a Licensed Clinical Social Worker (LCSW) issued by the New York State Department of Education; **AND**

(3) Three (3) years of post licensure clinical experience including or supplemented by two (2) years clinical experience in adult services in community mental health, social services, residential treatment, or inpatient settings; **OR**

C. (1) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Nursing or a health or mental health related field, including or supplemented by one year of clinical experience in adult services in a community mental health, social services, residential treatment, or inpatient setting; **AND**

(2) Current licensure as a Registered Professional Nurse issued by the New York State Department of Education; **AND**

(3) Three (3) years of post licensure clinical experience including or supplemented by two (2) years clinical experience in adult services in community mental health, social services, residential treatment, or inpatient settings; **OR**

D. (1) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in human or social services discipline; **AND**

(2) Four (4) years of clinical experience in a human or social services discipline including or supplemented by one year of clinical experience in adult services in community mental health, social services, residential treatment, or inpatient settings.

**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:** At time of appointment, and throughout employment in this title, candidates must possess a valid New York State driver's license.

**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.

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