

# THE HELP PROGRAM

## HIRING EMERGENCY LIMITED PLACEMENT

*This temporary program allows for a waiver of Civil Service Examinations for certain titles, in an effort to get qualified candidates quickly into vacant positions.*

### CONTACT

Ontario County Human Resources  
for more information



(585) 396-4465

### WE'RE HIRING:

#### COMMUNITY MENTAL HEALTH PROFESSIONAL

Starting \$63,356/year (\$32.49/hr)

**QUALIFICATIONS:** County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

#### MINIMUM QUALIFICATIONS:

Possession of current license and registration by the New York State Department of Education in one of the following: Licensed Master Social Worker (LMSW), Licensed Clinical Social Worker (LCSW or LCSW-R), Licensed Mental Health Counselor (LMHC), Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), Licensed Creative Art Therapy (LCAT) OR a Master's Degree, or higher, in Psychology.

**SPECIAL REQUIREMENT FOR APPOINTMENT:** Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

#### EMPLOYEES HIRED UNDER THE HELP PROGRAM:

- Will be eligible for permanent appointment after completing a one-year probationary period
- Will be granted competitive class status after successful completion of the probationary period, without the need to take a Civil Service exam.
- Must meet the minimum qualifications of the position for which they are applying and any other conditions of employment.

#### WE OFFER

- Excellent benefits and tuition assistance programs.
- Paid holidays. New employees start with five additional vacation days.
- Regular raises and retention bonuses.
- Some positions offer remote work opportunities and work hour flexibility.

[www.ontariocountyny.gov](http://www.ontariocountyny.gov)



## COMMUNITY MENTAL HEALTH PROFESSIONAL

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for providing assessments and intensive individual and group therapy for patients with emotional, social, and related problems. Work site may be in a mental health clinic, community agency, school, or satellite offices/clinics. The duties include helping patients with social, emotional, and related difficulties associated with their disability. The work is performed within prescribed routines with some leeway permitted in determining the scope of work to be performed in helping the patient to adjust into his old or a new environment. An incumbent works under the direction of a Supervising Social Worker or other higher-level employees who may define or limit the work to be performed. Employees in this class are expected to meet with professionals of agencies in or outside of the community to obtain assistance and guidance for patients. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides intensive individual and group therapy to individuals, including children and adults, with emotional, social, and related problems;

Participates in the intake and screening of new patients, evaluating and diagnosing the patient and problems;

Participates as a clinic team member, providing mental health, social work, or psychological expertise, to assist in assessing and diagnosing patients and planning for their treatment;

Provides social work and mental health services to help patient adjust to their disabilities and social environment;

May administer and score psychological tests within the scope of their professional discipline as part of the diagnostic study of the client;

Refers clients to other governmental and non-governmental agencies as needed;

Coordinates client services with other governmental or county departments or agencies, schools, physicians, and service providers;

Compiles case records and maintains statistical records on case load and work activities;

Plans with the community mental health team and with community agencies to relate the patient's treatment and rehabilitation program to his social situation prior to his discharge;

Collects and maintains appropriate data from various sources such as professional staff and patients' families to establish an overall approach to the solution of patients' mental and social problems;

May function as a member of a clinic team and/or a school-based building level service team;

Maintains information on community and health resources which can be utilized during the patient's care and after his discharge;

Participates in the process of transfer of patients to other levels of treatment as appropriate;

Participates in a variety of meetings, conferences, and training.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices and procedures of social work and other mental health disciplines and the social and environmental factors affecting disease and disability; knowledge of the practice of the treatments of substance abuse/dependence disorders; knowledge of crisis intervention techniques; ability to provide effective face-to-face therapy; ability to organize work effectively; ability to learn and use a variety of computer software programs and peripheral equipment; ability to interpret federal, state, and local laws affecting the medical and health programs; and the ability to prepare reports; sound judgment; tact; courtesy; mental and physical condition commensurate with the demands of the position.

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