



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**  
[www.ontariocountyny.gov](http://www.ontariocountyny.gov) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## JOB OPENING NOTICE

**JOB POSTING #:** \_\_\_\_\_ **POSTING DATE\*:** FROM: 6/12/24 TO: 7/15/24

**JOB TITLE:** Community Mental Health Professional (HELP Program)

**RATE OF PAY:** \$33.14/hr. (\$64,623/yr.)

**LOCATION:** Ontario County Community Mental Health Services

### MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

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

**APPLICATION DEADLINE / LAST FILING DATE\*:** until filled

\* Last filing date established for an announced exam always supersedes posting date.

**HOW TO APPLY:** All applications must be received through the [Ontario County Civil Service Employment Portal](#).

*Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.*

**HELPS Program language to use in the job posting or at the top of the job spec:**

Under the NY HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELPS Program, please visit <https://www.cs.ny.gov/help/faq.cfm>.

**COMMUNITY MENTAL HEALTH PROFESSIONAL**

**QUALIFICATIONS:**

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

**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.

APPROVED: SEPTEMBER 16, 2022  
CIVIL SERVICE CLASSIFICATION: COMPETITIVE