



Ontario County Department of Human Resources
 3019 County Complex Drive
 Canandaigua, NY 14424
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 #: 24-029 **POSTING DATE*: FROM:** 4/29/24 **TO:** 6/30/24

JOB TITLE: Supervising Social Worker (Pending)

RATE OF PAY: \$84,083/yr New 2025 Rate: \$92,408/yr

LOCATION: Ontario County Mental Health Services

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

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.

OPEN-COMPETITIVE MINIMUM QUALIFICATIONS: Three (3) years of full-time paid, or its part-time equivalent, post-graduate social work experience in a community mental health program PLUS current licensure as a Licensed Clinical Social Worker.

PROMOTIONAL QUALIFICATIONS: Two (2) years Permanent Competitive status as a Staff Social Worker OR Community Mental Health Professional in Ontario County Community Mental Health AND current licensure as a Licensed Clinical Social Worker.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

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.

SUPERVISING SOCIAL WORKER (COMMUNITY MENTAL HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work involving responsibility for administering and supervising the social work and mental health services of a community mental health program and clinic. The work includes wide responsibility for independent action and programming and involves the oversight and instruction of subordinate social workers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Participates in the intake and screening of new patients (making an evaluation in all areas medical);
 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;
 Participates as a clinic team member in conferences designed for diagnosis of the mental health treatment of patients;
 Participates in informational and educational community activities to further community knowledge and the prevention of mental health disorders;
 Participates in team visits in clinic, patients' homes, and school-based settings;
 Works with other professionals and paraprofessionals in exploring the community to find individuals who need treatment but are unable or unwilling to seek treatment;
 Participates in long range planning toward the development of better mental health programs;
 Participates in campaigns to stimulate interest in the prevention and detection of mental illness including storefront collaboration with other social services, schools, home visiting, family programs, aftercare and referral systems in participation with other professionals and paraprofessionals;
 Refers cases to other agencies and coordinates various activities and treatment programs with other governmental and non-governmental social agencies;
 May direct in-service training of other professionals and paraprofessionals, relating to the contributions that mental health care can give to an interdisciplinary treatment team.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, methods, procedures and practices of psychiatric social work and mental health services, of the functioning of community mental health facilities and the scope of services rendered, and of community resources and how to use them effectively; good 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 work effectively with others; ability to organize, direct and coordinate mental health services in a psychiatric clinic, school or home setting; ability to prepare technical and informational data for administrative use; ability to analyze and evaluate reports prepared by staff; ability to learn and use a variety of computer software programs and peripheral equipment; ability to plan and supervise the work of the social work and mental health staff; ability to organize and operate a training program for new social workers, mental health professionals, and students in social work mental health field; sound judgment; tact; courtesy; mental and physical condition commensurate with the demands of the position.

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REVISED: 5/18/09; 9/26/22

CIVIL SERVICE CLASSIFICATION: COMPETITIVE