



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 #: 25-079 **POSTING DATE*: FROM:** 11/20/25 **TO:** 1/31/26

JOB TITLE: Supervising Psychiatric Nurse Practitioner

RATE OF PAY: \$142,436/yr. (2026 rate)

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

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:

- A) Possession of a current license and registration to practice as a Registered Professional Nurse in New York State; AND
- B) Possession of a current certification by the New York State Education Department as a Psychiatric Nurse Practitioner; AND
- C) Certification by a national certifying body that has established standards for Mental Health Nurse Practitioners such as the American Academy of Nurse Practitioners or the American Nurse Credentialing Center (PMHNP-BC); AND
- D) Five (5) years of full-time paid clinical experience, or its part-time equivalent, providing mental health diagnosis and treatment, one (1) year of which must have included supervision.

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.

Rev. 2/8/2018

SUPERVISING PSYCHIATRIC NURSE PRACTITIONER

QUALIFICATIONS:

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MINIMUM QUALIFICATIONS:

- A) Possession of a current license and registration to practice as a Registered Professional Nurse in New York State; AND
- B) Possession of a current certification by the New York State Education Department as a Psychiatric Nurse Practitioner; AND
- C) Certification by a national certifying body that has established standards for Mental Health Nurse Practitioners such as the American Academy of Nurse Practitioners or the American Nurse Credentialing Center (PMHNP-BC); AND
- D) Five (5) years of full-time paid clinical experience, or its part-time equivalent, providing mental health diagnosis and treatment, one (1) year of which must have included supervision.

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this position are registered professional nurses with preparation in a specialized educational program, who provide direct mental health care to patients in a public mental health outpatient system. A licensed physician is designated as the physician of record. The Supervising Nurse Practitioner-Psychiatric works under the supervision of the physician and in accordance with written protocol and practice agreements. The work involves responsibility for providing a wide-range of mental health services, which consists of assessment, diagnosis, treatment of mental health and substance use disorders, guidance and counseling of individuals and families, psychiatric medication management and psychotherapy intervention services, and referral to other healthcare providers when appropriate. The Supervising Nurse Practitioner-Psychiatric assesses the physical and psychological status of patients by means of interview, health history, physical examinations, and diagnostic tests. The Supervising Nurse Practitioner-Psychiatric may evaluate test findings, make assessments and initiate appropriate actions to facilitate the implementation of preventive and/or therapeutic plans consistent with the continuing health care needs of the patients. The work is done under the administrative supervision of a higher-level administrator. May supervise the work and performance of subordinate staff as required. Duties must be consistent with the designated specialty's scope of practice. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Manages contracts and relationships with vendors and contracted professionals working on behalf of the clinic to assist the department with compliance to clinic policies and procedures, and adherence to state regulations;
- Performs comprehensive psychiatric and/or substance use assessments and diagnoses, using standardized tools and criteria;
- Obtains detailed medical histories from patients to develop individualized treatment plans, including pharmacological and non-pharmacological interventions;
- Collaborates with a Psychiatrist and clinical staff to serve as multidisciplinary team, and serves as a resource person;
- Discriminates between normal and abnormal findings, diagnoses psychiatric problems, and prescribes appropriate treatment or makes referrals to appropriate service providers as required;

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SUPERVISING NURSE PRACTITIONER-PSYCHIATRIC

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Where authorized, prescribes, monitors, and manages drugs and immunizing agents in accordance with the practice agreement and practice protocols for mental health and/or substance use disorders;
Follows up on patient care by contacting patients by phone and/or conducting office visits to observe signs and symptoms associated with changes in patient's physical and emotional health;
Assists with mental health crises and/or intervention to address dangerous or safety concerns, including initiating hospital transport orders under Mental Hygiene Laws for clinic patients, or persons in the community as a designee of the Director of Community Mental Health Services;
Instructs, guides and counsels' patients and/or their families regarding psychiatric and medical health matters;
Provides education and training to patients and families of the clinic, and the community about mental health or substance use conditions, treatment or medication options and support resources;
Collaborates with healthcare professionals such as psychiatrists, doctors, therapists, social workers, case managers, peers, and client serving systems, such as schools, justice system, social services to act in the best interest of clients or residents of the community;
Supervises medical or nursing staff and employees, including providing training, evaluating performance, counseling, and oversight;
Creates and maintains a variety of records regarding the examination and treatment of patients including case histories and medical charts;
Reviews patients' case histories and charts with the physician, discusses findings and devises patient care plans;
Participates in staff, quality assurance, peer review and other meetings with other health practitioners as required;
Prepares a variety of oral and written reports as required;
Acts as a resource person to staff regarding psychiatric care and provides mental health care training to staff as required;
Performs other related tasks as needed or assigned by the Director.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of preventive and prescriptive psychiatric public mental health care;
Thorough knowledge of normal and abnormal signs and symptoms relating to emotional health;
Thorough knowledge of co-occurring disorders and the impact substance use/abuse has on psychiatric issues;
Thorough knowledge of medical terminology;
Thorough knowledge of medications and drugs, common dosages and their physical and psychological effects;
Skill in a mental health clinical setting;
Good knowledge of federal, state and local laws and regulations related to public health care;
Good knowledge of local psychiatric and nursing service providers;
Ability to perform psychiatric examinations, assess and diagnose the emotional condition of patients and prescribe an appropriate course of treatment;
Ability to recognize signs and symptoms associated with changes in the physical and emotional health of patients and respond appropriately;
Ability to understand, interpret and explain complex oral instructions and/or written directions to clients, families, staff and other personnel;

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SUPERVISING NURSE PRACTITIONER-PSYCHIATRIC

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
(Continued)

Ability to communicate effectively in English both orally and in writing;
Ability to supervise the administration of prescribed therapeutic measures;
Ability to understand and empathize with the needs and concerns of others;
Physical and mental condition commensurate with the demands and stresses of the position.

APPROVED: NOVEMBER 13, 2025

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: ONTARIO COUNTY COMMUNITY MENTAL HEALTH

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES