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 #: 26-032 POSTING DATE*: FROM: 4/7/26 TO: 8/31/26

JOB TITLE: Community Mental Health Professional (Limited Permit)

RATE OF PAY: $33.50/hr. ($65,325/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

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.

PLEASE SEE NEXT PAGE:

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.

COMMUNITY MENTAL HEALTH PROFESSIONAL - LIMITED PERMIT

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: Completion of an accredited program approved by the New York State Department of Education for licensed mental health professionals in one of the following: Licensed Master Social Worker (LMSW), 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; AND, prior to appointment applicant must,

PURSUANT TO 8 NY ADMINISTRATIVE CODE 74.4 CANDIDATE MUST ALSO:

(i) file an application for a limited permit with the NYS Department of Education and pay the application fee;
(ii) be of good moral character, as determined by the department of education; and
(iii) satisfy all requirements for licensure as a licensed master social worker or mental health counselor, except the examination requirement.

SPECIAL NOTE: Candidates who possess a Limited Permit to practice may be appointed on a temporary basis for up to 48 months. Candidates who do not attain license and registration cannot remain in this title beyond the 48-month period, or the expiration of the Limited Permit, whichever comes first.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

SPECIAL REQUIREMENT - DRIVER'S LICENSE: 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: Under the general supervision of a licensed clinical social worker, this professional position is 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 (Staff Psychologist or Director) 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.

Upon acquisition of a license to practice as a Licensed Masters Social Worker (LMSW), or Licensed Mental Health Counselor, issued by the New York State Department of Education, the appointee will advance to the position of Community Mental Health Professional without further examination.

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COMMUNITY MENTAL HEALTH PROFESSIONAL - LIMITED PERMIT

TYPICAL WORK ACTIVITIES: (Illustrative only)

Under the general supervision of a licensed clinical social worker or licensed psychologist (Ph.D., or Psy.D.):

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 or 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;
Ability to prepare reports;
Sound judgment; tact; courtesy;
Mental and physical condition commensurate with the demands of the position.

APPROVED: AUGUST 29, 2023
REVISED: 4/21/25
CIVIL SERVICE CLASSIFICATION: COMPETITIVE
JURISDICATIONS: COMMUNITY MENTAL HEALTH
ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES