



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 #: _____ **POSTING DATE*: FROM:** 9/23/26 **TO:** 11/15/26

JOB TITLE: Community Mental Health Professional II (Pending)

RATE OF PAY: \$42.23/hr. (\$82,348.50/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.

MINIMUM QUALIFICATIONS: Possession of current license and registration by the New York State Department of Education in one of the following: Licensed Clinical Social Worker (LCSW or LCSW-R) OR Licensed Mental Health Counselor (LMHC) with diagnostic privileges.

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.

Rev. 2/8/2018

COMMUNITY MENTAL HEALTH PROFESSIONAL II

QUALIFICATIONS:

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MINIMUM QUALIFICATIONS: Possession of current license and registration by the New York State Department of Education in one of the following: Licensed Clinical Social Worker (LCSW or LCSW-R) OR Licensed Mental Health Counselor (LMHC) with diagnostic privileges.

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 advanced professional clinical work involving responsibility for independently assessing, diagnosing, and treating individuals with behavioral health disorders in a Community Mental Health program. Employees in this class perform difficult clinical work requiring a high degree of independent judgment and serve as a clinical resource to other professional staff through consultation, mentoring, and participation in specialized clinical programming. Incumbents are responsible for developing and coordinating specialized treatment programs, facilitating clinical groups, assisting with staff orientation and training, and supporting the delivery of services in satellite clinics and other Local Government Unit operated programs. The work is performed under the general supervision of a Supervising Social Worker or other higher-level administrator who may define or limit the work to be performed. Supervision of employees is not a responsibility of this position, however, incumbents may provide clinical consultation, guidance, and training to Community Mental Health Professionals and student interns. 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)

Conducts comprehensive psychosocial assessments, establishes diagnoses, develops treatment plans, and provides clinical treatment for individuals with complex behavioral health needs;
 Provides intensive individual, family, and group psychotherapy utilizing evidence-based treatment interventions;
 Facilitates and coordinates specialized therapeutic groups and other Local Government Unit-operated treatment programs;
 Develops, implements, and evaluates specialized clinical programming designed to address identified community behavioral health needs and support the Local Services Plan;
 Coordinates clinical activities for assigned satellite clinics, school-based behavioral health programs, or other specialized treatment services;
 Provides clinical consultation and guidance to Community Mental Health Professionals, Limited Permit staff, and interdisciplinary treatment team members regarding assessment, diagnosis, treatment planning, documentation, and clinical interventions;
 Keeps accurate records of services to support medical billing and/or reimbursement;
 Serves as a clinical resource for difficult, high-risk, or complex cases and participates in interdisciplinary case consultation;
 Assists with the orientation, onboarding, and clinical training of newly hired professional staff;
 Provides field instruction and clinical supervision to student interns in accordance with educational program requirements;
 Participates in Local Government Unit-designated clinical coverage functions, including crisis response services and mental health transport support, as assigned;

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COMMUNITY MENTAL HEALTH PROFESSIONAL IITYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Collaborates with community agencies, schools, healthcare providers, law enforcement, and other service organizations to coordinate treatment and improve continuity of care;
Participates in quality improvement activities, program evaluation, utilization review, and development of clinical policies and procedures;
Maintains clinical records, documentation, and statistical information in accordance with agency policies and applicable federal and state regulations;
Participates in departmental committees, community initiatives, and strategic planning related to behavioral health services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, practices, procedures, and techniques of behavioral health assessment, diagnosis, treatment planning, and psychotherapy;
Comprehensive knowledge of evidence-based treatment practices, crisis intervention techniques, and community mental health services;
Thorough knowledge of federal, state, and local laws, regulations, and standards governing behavioral health services;
Good ability to create accurate notes and generate billing records;
Good knowledge of program development, implementation, and evaluation;
Ability to independently assess complex clinical situations and formulate appropriate treatment interventions;
Ability to provide clinical consultation, mentoring, and guidance to professional staff and student interns;
Ability to facilitate therapeutic groups and coordinate specialized treatment programs;
Ability to establish and maintain effective working relationships with clients, families, community agencies, and interdisciplinary treatment teams;
Ability to prepare reports, analyze clinical information, and maintain accurate clinical documentation;
Ability to learn and use a variety of computer software programs and electronic health record systems;
Leadership ability;
Sound judgment;
Initiative; Tact; Courtesy;
Mental and physical condition commensurate with the demands of the position.

APPROVED: AUGUST 6, 2026

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTION: COMMUNITY MENTAL HEALTH

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES