



**SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES**

Scot Chamberlain, Director
40 McMaster Street, Ballston Spa NY 12020
www.saratogacountyny.gov
(518) 885-2225

Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

CAREER OPPORTUNITY

“STAFF SOCIAL WORKER”

Saratoga County Department of Mental Health and Addiction Services

SALARY: \$68,030 *Plus excellent benefits, compensation plan and NYS Retirement System Enrollment*

Provides social work services to patients at a Community Mental Health & Addiction Services facility. These duties require the performance of social work in helping patients with social, mental, behavioral and related difficulties associated with their mental illness or addiction. The work is performed within prescribed routines, with some leeway permitted in determining the scope of work to be performed in helping the patient more fully integrate into their environment. The Staff Social Worker functions under the direction of a Program Coordinator or Supervising Social Worker who may define or limit the work to be performed. Employees in this class are expected to meet with professionals or agencies in or outside of the community to obtain assistance and guidance for patients. Does related work as required.

Typical Work Activities for this opportunity are... (*Illustrative Only)

- Participates in the screening and intake of new patients, evaluating and diagnosing the patient and problems associated;
- Participates in individual, group and family therapy to assist patients adjust to their disabilities and social environment;
- Refers clients to other governmental and non-governmental agencies;
- Coordinates various activity and treatment programs with other social and human services agencies;
- Compiles and maintains case studies regarding patient information;
- Works with team members and community agencies to relate patient's treatment and rehabilitation program to their social situation prior to discharge;
- Collects and maintains appropriate data from various sources such as professional staff and patient's family members, to establish an overall approach to the solution of the patient's mental and social problems;
- Maintains information on community and health resources which may be utilized during patient's care and subsequent discharge;
- Participate in the transfer process of patients to other levels of treatment as appropriate;
- Provides on-call (including after hours) and emergency coverage as assigned;
- Performs other related duties as necessary.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Performance knowledges, skills and abilities are...

Thorough knowledge of the practices and procedures of social work and of the social factors affecting disease and disability; the ability to document patient care provided per payer requirements; the ability to organize work effectively; the ability to work with a multi-disciplinary team; physical condition commensurate with demands of the position.

Minimum Qualifications:

Possession of a Master's Degree in Social Work and licensure as an LCSW, or LCSW-R, LMSW, and one (1) year of experience at a local mental health or counseling center in New York State.

Note(s): Possession of a Limited Permit to practice as an LMSW or willingness to apply for and obtain Limited Permit within two weeks of hire may be replaced for licensure in corresponding specification.

Unpaid supervised volunteer/internship experience at a local mental health or counseling center in New York State will be considered on a case-by-case basis.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US 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.)

Candidates may submit application & resume as follows:

Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

Applications will continue to be accepted until the vacancy(s) has been filled

Application is required and available in the Human Resources Office or on our website: www.saratogacountyny.gov Resume **may not** be substituted for Application. No Fax Submissions.

***** This position will be filled on a provisional basis pending the results of a Civil Service examination to be scheduled at a later date *****

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct inquires to the Human Resources Office.

Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.