



# DEPARTMENT OF HUMAN RESOURCES

SCOT CHAMBERLAIN, DIRECTOR

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SARATOGACOUNTYNY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

*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

### “COMMUNITY MENTAL HEALTH NURSE” Saratoga County Department of Mental Health & Addiction Services

**SALARY: \$68,030 *\*\* Plus Excellent Benefits, Retirement Package & Compensation Plan\*\****

#### ***Distinguishing Features of this opportunity are...***

This is professional work involving the provision of psychiatric nursing care to the community as part of an interdisciplinary medical – social mental health treatment team. The duties are performed under the supervision of an administrative team in the Mental Health and Addiction Services Department including the Commissioner, Deputy Commissioner, and Program Coordinator with a great deal of leeway allowed for the exercise of professional judgment in carrying out the details of the work. Incumbent will provide professional services in the Mental Health/Addiction Center and satellite clinics. Supervision is not normally a function of this position although some direction may be given to subordinate members of the interdisciplinary treatment team. Performs related work as required.

#### ***Typical illustrative\* work activities will include, but are not limited to...***

- Provides professional nursing services as a member of a psychiatric interdisciplinary treatment team;
- Evaluates and treats physical and mental problems of clients;
- Consults with various community agencies and facilities concerning case management, supervision and treatment of patients;
- Assists in the development of therapeutic treatment for the mentally ill in non-traditional settings;
- Advises clients and their families on methods of dealing with or correcting emergencies and on the availability of resources and facilities in the community;
- Provides medical evaluations of clients in conjunction with overall treatment plan;
- Handles emergency situations at the Community Mental Health clinic or satellite on an assigned shift;
- Maintains patient records and develops individual treatment plans;
- Participates in Community Mental Health education, consultation, and public relations activities;

*\*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 above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

#### ***Minimum Qualifications for this position are, at least...***

- (a) Possession of a Bachelor’s Degree in Nursing and two (2) years of professional nursing experience; OR
- (b) Graduation from an approved school of professional nursing and three (3) years of professional nursing experience; OR
- (c) Possession of an Associate’s Degree in Nursing and four (4) years of nursing experience.

***NOTE: Prior experience with psychiatric nursing is preferred***

(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.)

**SPECIAL REQUIREMENTS:** Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse; Must have possession of license at the time of and for duration of appointment; AND eligibility for appropriate level Motor Vehicle Operator’s License issued by the State of New York; Must have possession of license at the time of and for duration of appointment.

***Qualified candidates may submit their application and resume, by mail or in person as follows:***

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

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

Application is required and are available in the Human Resources Office or on our website, [www.saratogacountyny.gov](http://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 exam 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 your 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.*