



## SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street, Unit 21  
Watkins Glen, NY 14891  
(607) 535-8190 Fax: (607) 535-8193  
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Lorry Johnson  
Personnel Officer

### **\*Interdepartmental Posting\***

## **Senior Care Manager**

Schuyler County Community Services

**LAST DATE TO FILE:** Applications accepted until position is filled.

**SALARY:** \$34.05/hr with excellent benefit package ranging from \$12,670 - \$32,136 which includes: NYS Retirement; Health Insurance; option for Deferred Compensation, paid sick, personal, holiday, and vacation time. For full details on benefits the CSEA Admin Unit contract can be found at <http://www.schuylercounty.us/DocumentCenter/View/566/CSEA-Local1000-Admin-Unit-1-1-2020-to-12-31-2025?bidId=>

**HOW TO APPLY:** Applicants must submit a Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service office. Applications **WILL** be accepted via email or fax. You may include a resume with your application; however, **you may NOT substitute "See Resume"** for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**

**VACANCY:** At the present time, there is one full time opening in the Schuyler County Community Services Department. The person hired will need to take a Civil Service exam at a later date and be reachable on the list to gain permanency in the position.

**RESIDENCY REQUIREMENT:** Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of the written examination. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

**JOB DESCRIPTION:** The work involves responsibility for providing supervision of Care Managers, supporting staff in the process of engaging in new community services, and coordinating efforts to help improve options for clients with clinic and community providers. The Sr. Care Manager works to create a seamless process from the initial referral to enrolment of clients into the services that best meet the client's needs. Included in this process will be the prioritization of cases, coordinating services and providers, initializing dialogue and developing strategies to meet the needs of the clients in the community. Responsibilities also include leading community oriented service collaboration meetings that include but are not limited to: SPOA, SPOE and AOT services.

### **PROMOTIONAL QUALIFICATIONS:**

#### **Education**

1. Master's Degree in Social Work, Psychology, Nursing, Health Care Administration or other similar degree.
2. Licensed professional preferred (e.g., licensed clinician, psychologist).

AND

#### **Experience**

One year of permanent full-time competitive status as a Care Manager in the Community Services Department immediately preceding the date of the written test (or date of appointment if a provisional appointment.)

**Background Investigation:** Candidates may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to pass the pre-employment drug test or to meet the standards for the background investigation may result in disqualification.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us)  
or the Schuylers County Civil Service Office,  
105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

**Date Issued: April 26, 2023**