



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street Unit 21
Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

Job Opening CARE MANAGER

Schuyler County Community Services

LAST DATE TO FILE: Applications accepted until position filled. **SALARY:** \$24.48/hr

HOW TO APPLY: Applicants **must** submit an original Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service Office at 105 Ninth St., Unit 21, Watkins Glen, NY 14891. Applications can be obtained by visiting the Civil Service website at www.schuylercounty.us. or call the Schuyler County Civil Service office at (607) 535-8190. **Applications to be submitted via mail, email, fax, or drop off box located outside of the County building. The Civil Service Office is not open for in person transactions.**

VACANCY: At the present time, there is one full-time, 35 hr per week, opening in the Schuyler County Community Services Department. The person hired will need to take a Civil Service test 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: Under direct supervision of the Senior Care Manager, the Care Manager establishes case management services for high priority clients through assessments, provides preventive services to clients, facilitates and coordinates treatment plans, assures the maintenance of case management records and does related work as required. The Care Manager provides professional case management services by utilizing the knowledge of educational, mental health, medical, social and other program functions which enhance mental health and human services in serving clients.

TYPICAL WORK ACTIVITIES:

- Identify high priority clients in need of case management services;
- Assure the assessment of clients on their caseload in order to have goals, strengths, and skill deficits identified;
- Determine resources that will meet the needs identified in the assessment process;
- Coordinate and integrate a written service plan and review the plan with clients;
- Facilitate service delivery;
- Provide services that prevent or resolve crises in order to prevent unnecessary use of emergency rooms and inpatient services;
- Coordinate treatment plans with provider and assure the maintenance of case management records;
- Medication regimen compliance;
- Assist clients in learning to use fiscal resources;

Identify gaps in the service delivery system and participate in the development of system reform strategies.

MINIMUM QUALIFICATIONS:

A bachelor's degree (or higher) in social work, psychology, nursing, rehabilitation, education, occupational therapy, physical therapy, recreation therapy, or other human services field; or a bachelor's in any field with five years of experience working directly with persons with behavioral health diagnosis; or a Credentialed Alcoholism and Substance Abuse Counselor (CASAC). **AND** Two years' experience in providing direct services to people with Serious Mental Illness, developmental disabilities or substance use disorders; or In linking individuals with Serious Mental Illness, developmental disabilities, or substance use disorders to a broad range of services essential to successful living in a community setting.

*A master's degree in one of the qualifying education fields may be substituted for one year experience.

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license.

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

Date Issued: November 10, 2020