



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta  
Director

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**TITLE: COMMUNITY MENTAL HEALTH SERVICES MANAGER**  
(Provisional\* Appointment)

**SALARY:** \$76,157- \$98,083 annually

**LOCATION:** Monroe County Department of Human Services

**JOB SUMMARY:**

This is a professional position in the Department of Human Services, Office of Mental Health, responsible for managing the coordination of specialty services and resources that support mental health and/or substance abuse treatment for high risk and/or high need clients in the community. The employee reports directly to, and works under the general supervision of the Director of Mental Health or other higher level staff member. General supervision is exercised over professional and clerical staff located at the Socio-Legal Center. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered university with a Master's degree in Psychology, Social Work, Nursing, Counseling or a closely related field, PLUS five (5) years paid full-time or its part-time equivalent professional experience\*\*\*\* in the mental health and/or substance abuse field, two (2) years of which must have been in a supervisory capacity\*\*\* and two (2) years of which, in either capacity, must have been professional experience providing or managing services to high risk, high need\*\* populations.

\*\*For purposes of determining experience for the minimum qualifications, examples of high need population are defined as people with serious mental illness and/or addictive disorders that are homeless, released from jail, have criminal charges pending, or who may cause a risk to public safety.

\*\*\*Supervisory capacity for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

\*\*\*\*Professional experience does not include clerical or secretarial experience as stated in the minimum qualifications above.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES  
111 Westfall Road – Human Resources Rm. 752B  
ROCHESTER, NEW YORK 14620

**Posting Date:** October 19, 2020

**Posting Deadline:** Until Filled

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.