



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

COMMUNITY RELATIONS COORDINATOR (MENTAL HEALTH) ORANGE COUNTY DEPARTMENT OF MENTAL HEALTH

The Department of Mental Health is recruiting for the position of Community Relations Coordinator (Mental Health). This position is allocated to the competitive class. The nature of this appointment is temporary substitute. Once the permanent holder attains status in another position, this position will become provisional pending the outcome of a Civil Service Examination. Examination date to be announced at a later date.

The work involves coordinating and evaluating a single point of access for care coordination and housing programs for individuals of the mental health system. Responsibilities include the development, coordination, and performance management of assigned programs. Liaison work involving the community of providers and individuals of service is an integral part of this position. Work is performed under the general supervision of the Director of Mental Health Program Services. Does related work as required.

MINIMUM QUALIFICATIONS: Bachelor's Degree or higher in Social Work, Social Science, Psychology, Public Administration, or related field and **four (4)** years of full-time paid work experience in the mental hygiene or related human services field.

NOTE: Possession of Master's Degree in any of the above fields may be substituted for one year of the required experience.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. 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.

Starting Salary: Grade 15, Step 02: \$37.3674/hour
Orange County Employees, as per contract Grade 15

The successful candidate will be subject to a background investigation, including a Criminal History Record Check.

CIVIL SERVICE EXAMINATION IS A REQUIREMENT FOR APPOINTMENT EXAMINATION NOTICE TO BE ANNOUNCED AT A LATER DATE

SEND APPLICATION TO:

Regina LaCatena
Orange County Department of Mental Health
30 Harriman Drive
Goshen, New York 10924

Open announcement until position is filled

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources.

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