

# Personnel and Civil Service

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Bethany O'Rourke Personnel Officer

## NOTICE OF VACANCY

### CLINICAL PROGRAM DIRECTOR

**Date of Issue: 03/01/19:** The work involves administrative and leadership responsibility for planning, supervising, and evaluating comprehensive programs that provide a variety of treatment services to mentally ill and/or chemically addicted individuals. Responsibilities also include clinical and regulatory oversight of direct care services. The work is performed under the administrative supervision of the Director and Deputy Director of Community Services. Wide latitude is given for the exercise of independent judgment and discretion in carrying out approved plans, policies and procedures. Does related work as required.

The title of Clinical Program Director is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is anticipated for 2020.** Pending a criminal background check\*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

**Status:** Provisional, pending permanent appointment from eligible list  
**Work Hours:** Full time, Monday – Friday  
**Salary:** \$61,805 - \$71,805 (Non-Union); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan  
**Location:** Tioga County Department of Mental Hygiene

**MINIMUM QUALIFICATIONS:** Three (3) years of post graduate, full-time paid work experience, or its part-time equivalent, in a clinical position within the mental health and chemical dependency field; at least three (3) years of which must have been in a supervisory\* capacity, **AND EITHER:**

- a) Licensure and current registration, issued by the New York State Education Department, as a clinical or counseling psychologist and two (2) years of full-time paid work experience, or its part-time equivalent, in the field of psychology; **OR**
- b) License and current registration, issued by the New York State Education Department, as a Licensed Clinical Social Worker with R privilege (LCSW-R) and three (3) years of full-time paid work experience, or its part-time equivalent, in a responsible clinical position within a mental hygiene setting.

**SPECIAL REQUIREMENT:** Completion of OASAS Clinical Supervision Foundations 1 and 2; 30-hour combined on-line and classroom training is required if the candidate will be directly supervising OASAS clinicians who carry a caseload. Training would need to be completed within 6 months or within a time frame set by Director of Community Services.

\*Supervision is defined as: Responsible direction and control of subordinate employees. This involves a responsibility for planning for individuals in a work group. Typical duties may include, but are not limited to, 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.

**NOTE:** Current and unrestricted licensure as LCSW-R is required at time of appointment and throughout the duration of employment.

**Apply to:** Tioga County Department of Personnel & Civil Service: [www.tiogacountyny.com](http://www.tiogacountyny.com)  
 To down load application: <https://www.tiogacountyny.com/media/2134/application2016january.pdf>

**Apply by: APPLICATIONS WILL BE ACCEPTED UNTIL POSITION HAS BEEN FILLED.**

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.