

PLEASE POST CONSPICUOUSLY

**OTSEGO COUNTY IS ACCEPTING APPLICATIONS CONTINUOUSLY FOR THE  
FOLLOWING VACANCY:**

**Community Services**  
***Licensed Mental Health Counselor***  
**\$62,426 - \$74,141**  
**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** Incumbents provide mental health counseling to patients of the Community Mental Health/Addiction Recovery Services; The Licensed Mental Health Counselor performs individual and group counseling in the Adult Mental Health Clinic and functions under the direct supervision of the Supervising Psychologist and the administrative supervision of the Director of Community Services, with flexibility permissible for the use of independent judgement in the performance of clinical duties. Employees in this class are expected to meet with professionals of various agencies in or outside of the community to obtain assistance and guidance for patients. Provides supervision to Staff Social Workers and subordinate staff. Does related work as required.

**EXAMPLES OF WORK:** (Illustrative only)

- Participates in intake and screening of new clients evaluating and diagnosing the client, including assessing strengths, needs, abilities and preferences;
- Provides individual, group and family therapy to assist clients with the habilitation and rehabilitation needed to improve functioning and quality of life;
- Performs clinical evaluations and assessments, formulating treatment plans;
- Conducts risk assessment screenings and provides crisis intervention and stabilization including creating safety plans;
- Measures treatment progress and activities relevant to cases;
- Prepares and maintains records of treatment, progress and activities relevant to cases;
- Participates as a member in the clinical multi-disciplinary team and participates in staff trainings;
- Attends and participates in staff meetings and other agency committees;
- Refers clients to community and agency support services to help aid in their recovery from mental, social emotional and related behavioral health needs;
- Maintains electronic charts, entering assessments, treatment plans, case notes, and prepares notifications and correspondence;
- Other duties as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the practices of counseling, therapy, and the factors contributing to behavioral health problems and rehabilitation; ability to maintain exemplary quality of service and service documentation; ability to maintain exemplary quantitative service productivity; ability to establish effective relationships with professional associates, clients and other in the community; ability to demonstrate sound judgement and to practice within ethical parameters; good organizational and writing skills; adaptability.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents with a Master's degree, or higher in Mental Health Counseling, Psychology or closely related field.

**SPECIAL REQUIREMENT:** Successful candidates must possess a professional license and current registration issued by the New York State Department of Education as a Licensed Mental Health Counselor (LMHC).

CLASSIFICATION: Competitive

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocountyny.gov](http://www.otsegocountyny.gov)

Dated: October 16, 2024