

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

***Addiction Recovery Services***  
***Supervising Social Worker***

***\$79,935 - \$97,698***

EOE

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for administering and supervising the operations of the mental health and addiction recovery services in accordance to federal and state regulations and guidelines as well as evidence based clinical practices. Work is performed under the general direction of a Supervising Psychologist, Program Manager, or the Director of Community Services with the expectation of the exercise for independent judgment in planning and carrying out the details of the work. Supervision is exercised over Staff Social Workers, Addiction and Alcohol Abuse Counselors, contracted staff and support staff as they related to assigned areas; does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Facilitates access to services through performing pre-intake review and assignment.
- Conducts intake and screening of new patients and completes comprehensive evaluation.
- Conducts individual, group and family therapy utilizing evidence based treatment;
- Provides individual, group and clinical supervision of all clinical staff;
- Leads clinical team in conferences designed for diagnosis of and treatment of clients;
- Participates in informational and educational community activities to further community knowledge and the prevention of psychiatric and addiction disorders;
- Monitors clinical services provided and documentation of those services for assigned staff;
- Participates in long range planning toward the development of better mental health and addiction treatment programs;
- Participates in the development of policies and procedures to assure quality care and regulatory compliance;
- Coordinates care with other departments, agencies, community resources and providers;
- Refers cases to other agencies and coordinates various activities and treatment programs with other governmental and non-governmental social agencies;
- May direct in-service training of other professionals and para-professionals, relating the areas of expertise;
- May include the responsibility as privacy officer and/or complaints officer, member of quality assurance and/or incident review;
- Performs other related duties as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** Comprehensive knowledge of the principles, methods, procedures and practices of psychiatric social work and addiction treatment, of the functioning of mental health and addiction treatment services and the scope of services rendered, and of community resources and how to use them effectively; ability to work effectively with others; ability to organize, direct and coordinate the social work and addiction treatment services in an outpatient clinic; ability to prepare technical and informational data for administrative use; ability to provide professional leadership; ability to analyze and evaluate reports of staff works and make sound decisions; ability to plan and supervise the work of the clinical social work and addiction treatment staff; ability to perform close, detail work involving considerable visual effort and strain; ability to organize and operate a program of training for new clinical social workers and students in clinical social work.

**MINIMUM QUALIFICATIONS:** Must possess a professional license and current registration, issued by the New York State Education Department, in Licensed Clinical Social Work (LCSW) and three (3) years of full-time paid social work experience in a community mental health program of which one (1) year of full-time paid experience involved the supervision of professional and support staff.

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)

Date: January 1, 2026