



**Office of Personnel and Civil Service  
Job Announcement  
Please Post Conspicuously**

Michael Mascarenas  
County Manager

Shaun Gilliland  
Chairman of the Board

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**TITLE:** **ASSISTANT PROJECT COORDINATOR (MENTAL HEALTH)**  
(Provisional\* Appointment)

**SALARY:** \$21.52/HR.  
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

**LOCATION:** Essex County Department of Mental Health, Elizabethtown

**BENEFITS:** Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 35/37 ½ / 40 Hour work weeks (Monday-Friday)

**JOB SUMMARY:** This is a professional position involving assisting with coordinating and planning with a multitude of organizations across regions' child-servicing system, with a particular emphasis on school systems, pediatricians and other health providers, Public Health nurses, families, and Youth Bureaus, primarily in Essex County. The individual does not provide direct care. The work is performed under the supervision of the Director of Community Mental Health Services and in coordination with the Mental Health Outreach Coordinator with some leeway allowed for the exercise of independent judgement. The incumbent does related work as followed.

**MINIMUM QUALIFICATIONS: Either:**

- (a) Possession of an Associate's Degree in Addictions or Chemical Abuse Counseling, Mental Health Assistant, Community Health, Health Care Management or Studies of Sciences, Public Health, or related field; or
- (b) Graduation from high school with two (2) years of related experience.
- (c) An equivalent combination of training and experience as defined in a) and b) above.

*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.*

(OVER)



**Essex County Dept. of Personnel & Civil Service**  
**Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932**



[essexcountyny.gov/personnel-and-civil-service](http://essexcountyny.gov/personnel-and-civil-service)



**518.873.3360**

**Essex County is an Equal Opportunity Employer**

**Residency Requirement:** There is no residency requirement.

**Additional Information:** Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

**Posting Date:** March 1<sup>st</sup>, 2023

**Application Deadline:** March 15<sup>th</sup>, 2023

*\*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.*



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