



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

Michael Mascarenas  
County Manager

Stephen McNally  
Chairman of the Board

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**TITLE: CARE MANAGER-MENTAL HEALTH**  
(Provisional \* Appointment)

**SALARY:** \$28.95/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 Hour work weeks (Monday-Friday)

**JOB SUMMARY:** The work involves responsibility for providing care coordination services for individuals and/or their families, including children, to assist them with their economic, medical, emotional, social, and environmental difficulties. Work is performed under the close supervision of a Supervising Caseworker, with in-service training provided through the agency. A Care Manager, in consultation with the supervising worker formulates and carries out plans to meet the individual problems of the cases assigned. The incumbent does related work as required.

**Note:** *In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*

**MINIMUM QUALIFICATIONS:**

- a) Possession of a Bachelor's degree in a Mental Health related field with a major concentration in social work, psychology, nursing, rehabilitation, education, occupational therapy, counseling, community mental health, child and family studies, sociology, or other such human services fields; or
- b) Possession of a Bachelor's degree and two (2) years of experience delivering care management services in a medical or behavioral health setting;
- c) An equivalent combination of training and experience as defined in a) and b).

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:** Possession of a current New York State Driver's License at the time of appointment.

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

(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**

**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.

**Additional Information:** Qualified candidates will be subject to a Civil Service examination to be announced at a later date. Applications will be accepted until the closing date for the examination. People 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.

**\*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.**

**Posting Date:** April 17<sup>th</sup>, 2026

**Application Deadline:** May 1<sup>st</sup>, 2026



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