



**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:**                    **PSYCHIATRIC SOCIAL WORKER TRAINEE**  
(Provisional \* Appointment)

**SALARY:**                \$24.55/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:**      Under the immediate supervision of a Psychiatric Social Worker the work involves responsibility for learning the principles and practices of psychiatric social work as adapted to an integrated team approach in a psychiatric clinic setting involving the examination, diagnosis, and treatment of patients. Emphasis is placed on the integrated team approach. The incumbent takes part in and receives training in intake, casework, and the interpretation of clinic psychiatric social work to community organizations. Assignments are in accordance with the stage of the trainee's development. Supervision over personnel may be assigned as development warrants. The incumbent does related work as required.

**This is a trainee position in the competitive class. Candidates are selected on the basis of college graduation and completion of a minimum of thirty (30) graduate credit hours in a school of Social Work, Mental Health Counseling, Psychology, Human Services, or related field. During the training period the incumbent is required to either:**

- A. Possess of a Master's Degree in Social Work and become licensed as a Licensed Master Social Worker (LMSW) or as a Licensed Clinical Social Worker (LCSW) by the New York State Education Department; or
- B. Possess of a Master's degree in Mental Health Counseling, Psychology, Human Services, or related field and become licensed as Licensed Mental Health Counselor (LMHC) or with a Limited Permit to Practice Mental Health Counseling by the New York State Education Department.
- C. Possess of a Master's Degree in Marriage and Family Therapy and become licensed as a Licensed Marriage and Family Therapist (LMFT) by the New York State Education Department

**The appointment may be terminated if the trainee does not show the personal stability, cooperation, interest, and the ability to acquire the knowledge and develop the skills required of Psychiatric Social Workers. Trainee appointments are for a period of one (1) year, following which incumbents receiving satisfactory rating will be advanced to the title of Psychiatric Social Worker without further examination.**

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's Degree from a regionally accredited college majoring in Human Services and completion of thirty (30) graduate credit hours in a school of Social Work, Mental Health Counseling, Psychology, or related field at a regionally accredited or New York State registered college or university.

**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.

**Residency Requirement:** There is no residency requirement.  
(OVER)

**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 6<sup>th</sup>, 2023

**Application Deadline:** April 7<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.



**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](https://essexcountyny.gov/personnel-and-civil-service)



**518.873.3360**

**Essex County is an Equal Opportunity Employer**