

## Greene County Sheriff's Office Job Announcement: Director of Community Wellness Programs

**\$75,275 - \$80,275 annually**

*This is a full-time, **provisional appointment**. Permanent appointment contingent upon Civil Service examination.*

This is an administrative and supervisory position within the Greene County Sheriff's Office (GCSO) that is responsible for developing, implementing, supervising, and participating in various community programs pertaining to drug overdoses, crisis intervention, substance abuse, and re-entry from incarceration in the County Jail. The incumbent identifies community needs through interaction with businesses, community members, community organizations, first responders, and schools. This incumbent develops and implements short- and long-range solutions/prevention programs to address the identified community needs. The work is performed under the general direction of the Deputy Sheriff Captain, with wide latitude and independent judgement allowed for carrying out the duties of the position. Direct supervision may be exercised over the work of administrative and clerical staff, as well as GCSO Deputies. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of current social, economic, and health problems, as well as issues stemming from incarceration; Thorough knowledge of techniques involved in case management activities; Thorough knowledge of community agencies and resources in disciplines including mental health, medical issues, education, family services, substance abuse, and legal services, and the ability to effectively utilize these resources; Good organizational skills including prioritizing responsibilities for self and for a team, managing a large caseload, and coordinating services; Ability to establish and maintain effective liaison with a variety of services providers; Ability to communicate effectively both verbally and in writing; Ability to track data, maintain records and prepare narrative reports/presentations, statistical reports, and general correspondence; Ability to read and understand established rules, regulations, and procedures; Ability to conduct effective interviews; Ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheet, and databases; Tact; Courtesy; Resourcefulness; Initiative; Sound judgement.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma **AND EITHER:**

- A. Possession of a Master's Degree in Counseling, Nursing, Human Services, Social Sciences, Social Work, or a closely related field **AND** one (1) year of management or professional level work experience in human services work involving direct contact with clients in need of social, economic, physical, medical, or emotional support services, which must include training and case management experience.

**OR**

- B. Possession of a Bachelor's Degree in Counseling, Nursing, Human Services, Social Sciences, Social Work, or a closely related field **AND** two (2) years of management or professional level work experience in human services work involving direct contact with clients in need of social, economic, physical, medical, or emotional support services, one (1) year of which includes training and case management experience.

**OR**

- C. Possession of an Associate's Degree in Counseling, Human Services, Social Sciences, Social Work, or a closely related field **AND** four (4) years of management or professional level work experience in human services work involving direct contact with clients in need of social, economic, physical, medical, or emotional support services, one (1) year of which includes training and case management experience.

**OR**

- D. Completion of a course of study approved by the New York State Education Department as qualifying for Registered Professional Nurse **AND** four (4) years of management or professional level work experience in human services work involving direct contact with clients in need of social, economic, physical, medical, or emotional support services, one (1) year of which includes training and case management experience.

**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/US 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.

### **SPECIAL REQUIREMENTS:**

1. At the time of appointment, candidates must possess New York State licensure as **one** of the following: Licensed Mental Health Counselor (LMHC), Licensed Master Social Worker (LMSW), Licensed Clinical Social Worker (LCSW), Registered Professional Nurse (RN), or Licensed Practical Nurse (LPN).
2. Possession of a valid New York State driver's license at time of appointment and this license must be maintained throughout employment. Must have access to transportation to meet fieldwork requirements in a timely fashion and efficient manner. This job may involve extensive travel to all parts of the county and state and occasional travel out-of-state.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume but do not substitute a resume.**

**Applications can be obtained at:**

<https://www.greenegovernment.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or [hr@greencountyny.gov](mailto:hr@greencountyny.gov).

**NOTE:** Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and drug screen.