



## NIAGARA COUNTY JOB POSTING

DATE POSTED: 5/22/25 DEADLINE: 6/19/25

POSITION TITLE/ #: CRISIS SERVICES PROGRAM MANAGER #13596 (HELP PROGRAM PENDING NYSCSC APPROVAL) – RESIDENCY WAIVED

POSITION CLASS: Non-Competitive

PAY RATE: \$87,034 - \$111,077 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Mental Health

WORK LOCATION: Crisis Services

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### **POSTINGS FOR CURRENT EMPLOYEES:**

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or [civilservice@niagaracounty.com](mailto:civilservice@niagaracounty.com).

STATUS FOR CURRENT EMPLOYEES: Permanent

Submit letter of interest and resume to:

NAME: Laura Kelemen, Director

ADDRESS: 5467 Upper Mountain Road, Suite 200, Lockport, NY 14094

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### **POSTINGS OPEN TO THE PUBLIC:**

STATUS FOR PUBLIC CANDIDATES: Provisional/Permanent – This title will be included in the NYS HELP Program and is pending NYSCSC approval. Information on HELP can be found here: <https://www.niagaracounty.com/employment/#outer-1641>

DESCRIPTION: For a complete job description and minimum requirements please visit: [https://niagaracounty.com/Employment/Job\\_Specs\\_for\\_Civil\\_Service\\_Positions.php](https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php)

This is a professional clinical and management position that is responsible for directing, operating, coordinating, and administering the department's Crisis Services Programs in accordance with all applicable laws, rules, regulations, policies, and procedures. The incumbent ensures that all services provided by division staff and outside providers are delivered in an efficient and cost effective manner. The position involves communication with federal and state agencies, law enforcement entities, school districts, and local human service agencies, as well as the public. Duties are performed under the general supervision of the Director or Deputy Director. The incumbent exercises managerial oversight of division staff, including staff development

and initiating disciplinary proceedings over division staff and evaluating contract agency activities. Wide leeway is allowed for the use of independent judgement in determining operating methods and procedures in accordance with all applicable laws, rules, regulations, policies and procedures. The incumbent provides daytime Mental Health Designee coverage as needed. Does related work as required.

MINIMUM QUALIFICATIONS: The minimum qualifications can be found here:  
[https://niagaracounty.com/Employment/Job\\_Specs\\_for\\_Civil\\_Service\\_Positions.php](https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php)

**PROMOTIONAL QUALIFICATIONS:** One (1) year of permanent competitive status as a Supervising Social Worker, Home and Community Based Services Supervisor, or Behavioral Health Clinical Supervisor in the Niagara County Department of Mental Health immediately preceding the date of written examination. Employees must be a current New York State Licensed Clinical Social Worker (LCSW or LCSW-R) at time of appointment and for the duration of employment.

**OPEN COMPETITIVE QUALIFICATIONS:** Candidates must be a current New York State Licensed Clinical Social Worker (LCSW or LCSW-R) at time of appointment and for the duration of employment and have four (4) years of paid full-time experience in providing social work services in a community mental hygiene program that involved direct work with individuals to ameliorate symptoms of, or circumstances related to, mental illness including crisis intervention work. Two (2) years of this experience must have been in a supervisory capacity or in an administrative or program oversight role.

Apply electronically at: <https://niagara-portal.mycivilservice.com/> or submit paper applications to: Niagara County Human Resources, 111 Main Street – Suite G2, Lockport, NY 14094

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Applications, Job Specifications, Job Postings & Exam Announcements can be found here:  
<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veteran's status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer  
Form Revised 4/4/2023