



## NIAGARA COUNTY JOB POSTING

DATE POSTED: 3/16/26 DEADLINE: 3/29/26

POSITION TITLE/ #: Case Manager – Mental Health Services #14021 (HELP Program)

POSITION CLASS: Non-Competitive

PAY RATE: \$31.40 - \$36.46 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Mental Health

WORK LOCATION: Trott/Niagara Falls

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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: 475 South Transit Street, Lockport, NY 14094

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

STATUS FOR PUBLIC CANDIDATES: Permanent

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)

The position involves the assessment of the need for mental health and related support services for applicants and current mental health services clients, and makes referrals as appropriate for: housing, shelter, treatment, Assisted Outpatient Treatment (AOT), Single Point of Access (SPOA) services, and community-based services. The incumbent performs client case management activities consistent with Office of Mental Health and related program guidelines, requirements and objectives in order to ensure the client is aware of, receives, and engages with the necessary support from available internal and community programs to achieve self-sufficiency. The work is distinguished from the duties of licensed staff in that incumbents are excluded from providing diagnosis, psychotherapy, and other medical services. The incumbents are limited to providing case management, crisis intervention, skills development, referrals/linkage, and other non-medical services. Work is performed under the general supervision of a Senior Licensed Clinician, Staff Social Worker, or higher level supervisory staff with wide

leeway for the exercise of independent judgment in carrying out the work in accordance with established laws, rules, regulations, policies, and procedures. Does related work as required.

This position is non-competitive and covered under the HELP Program. Information on the HELP Program can be found here:

<https://www.niagaracounty.com/employment/#outer-1641>

MINIMUM QUALIFICATIONS: The minimum qualifications can be found on the continuous recruitment posting here:

[https://niagaracounty.com/Employment/Job Specs for Civil Service Positions.php](https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php)

1. Graduation with a Bachelor's Degree and two (2) years case management or crisis services experience working in a mental health, alcohol or drug abuse setting, or related setting where responsibilities directly involve working with mental health and/or addiction related issues or social casework\* concerns; OR
2. Graduation with an Associate's degree and four (4) years case management or crisis services experience working in a mental health, alcohol or drug abuse setting, or related setting where responsibilities directly involve working with mental health and/or addiction related issues or social casework\* concerns; OR
3. An equivalent combination of education and experience as defined by the limits of (1) & (2) above.

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State driver's license at time of appointment and for the duration of employment.

**NOTE:**

1. Degrees 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;
2. Verifiable volunteer and/or part-time experience will be pro-rated;
3. \*Social Casework includes those activities that are directed toward enhancing a client's abilities to cope with and to solve problems, and referral of clients to supporting resources and services. Functions include client assessment, problem identification, development, monitoring and revision of a plan for services, motivational support, counseling, crisis intervention, referral to social and support services, and coordinator of services.
4. Social Services Worker and Employment & Training Counselor experience is not considered case management and cannot be used to qualify.

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, veterans 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