



NIAGARA COUNTY JOB POSTING

DATE POSTED: 9/21/26 DEADLINE: 10/4/26

POSITION TITLE/ #: **Mental Health Outpatient Clinic Program Manager #13888 (HELP Program) - Residency Waived**

POSITION CLASS: **Non-Competitive**

PAY RATE: **\$89,645 - \$114,409** WEEKLY HOURS: **35**

DEPARTMENT/DIVISION: **Mental Health**

WORK LOCATION: **Lockport/Niagara Falls**

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.

STATUS FOR CURRENT EMPLOYEES: **Permanent**

Submit letter of interest and resume to:

NAME: **Director, Laura Kelemen**

ADDRESS: **475 South Transit Street Suite 500 Lockport, NY 14094**

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

This is a professional clinical and management position that is responsible for the overall operation, management, and direction of the department's Outpatient Clinic Program and for ensuring the program's compliance 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 supervisors and 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 crisis intervention within assigned programs. 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

PROMOTIONAL QUALIFICATIONS: One (1) year of permanent competitive status as a Supervising Licensed Clinician, Home and Community Based Services Supervisor, or Behavioral Health Clinical Supervisor in the Niagara County Department of Mental Health immediately preceding the date of examination.

OPEN COMPETITIVE QUALIFICATIONS: Candidates must meet one of the following:

1. Candidates must be a current New York State Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT-D), Licensed Mental Health Counselor (LMHC-D), or Licensed Creative Arts Therapist (LCAT-D) and have four (4) years of paid full-time experience providing social work/counseling services in a community mental health or behavioral health (i.e. substance use disorder treatment and/or intellectual and developmental disabilities) program that included direct work with individuals in crisis. Two (2) years of this experience must have been in a supervisory capacity or in an administrative or program oversight role; OR
2. Candidates must be a current New York State Licensed Master of Social Worker (LMSW), Licensed Marriage and Family Therapist (LMFT), Licensed Mental Health Counselor (LMHC) or Licensed Creative Arts Therapist (LCAT) and be eligible to obtain applicable licensure with diagnostic privilege (LCSW, LMFT-D, LMHC-D, or LCAT-D) within one (1) year of appointment and have the experience as described in (1) above.

SPECIAL REQUIREMENTS FOR ALL CANDIDATES/EMPLOYEES:

1. Candidates/employees meeting qualification #1 above must maintain appropriate permanent license, including diagnostic privilege where applicable (LCSW, LMHC-D, LMFT-D) for the duration of employment;
2. Candidates/employees meeting qualification #2 above must obtain the applicable diagnostic credential (LCSW, LMFT-D, LMHC-D or LCAT-D) within one (1) year of permanent appointment and for the duration of employment.

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

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