



Our Future Starts
With *you!*

POSITION: Mental Health Assistant (HELPS)

DEPARTMENT: Albany County Department of Mental Health

SALARY: \$49,312

LOCATION: MCU: 75 New Scotland Ave, Albany, NY 12208

ACCF: 840 Albany-Shaker Road, Albany, NY 12211

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

DESCRIPTION:

The Albany County Department of Mental Health is seeking applications to fill vacancies for a Mental Health Assistant at the following locations:

- Mobile Crisis Unit (MCU)
- Albany County Correctional Facility (ACCF)

The duties of the Mental Health Assistant require providing services to clients with spousal, emotional, and related difficulties associated with their mental condition. Specific work assignments depend on the characteristics of the population served by the unit. The work is performed under general supervision where consultation is readily available where the scope of work is highly structured and the worker has a demonstrated level of competence in providing services to the clients. Employees in this class are expected to meet with professionals in or outside of the facility for assistance and guidance. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in human service, psychology, sociology, or related field.

Please submit a resume and letter of interest with this application.

POINT OF CONTACT FOR INQUIRIES:

Cindy.hoffman@albanycountyny.gov

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

