

## **MENTAL HEALTH PROGRAM COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position responsible for developing and implementing a single point of accountability and increased service options for mental health services provided to clients. The work involves responsibility for developing and implementing services, coordinating and monitoring services provided and ensuring the continuity of care. This position is supervised by the Director of Community Mental Health or designee with leeway for independent judgement allowed. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only) Develops, implements and maintains a single point of accountability for case management and residential services; Tracks and reports relevant statistical information on a regular basis as required by the Office of Mental Health; Engages in activities to increase clinical accountability, best practices and coordination for high-risk clients and their families; Coordinates, implements and operates Mental Health procedures and program components; Compiles required statistics and reports; Works with community agencies to provide support to clients; Works with community agencies to define and develop community programs and/or services for youth at risk; Works with community agencies to coordinate existing services and avoid service overlap; Assists in other projects or activities to improve the coordination of mental health services, continuity of care and other activities to promote quality mental health care.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge and use of community resources; Good knowledge of the practices and procedures of social work; Good knowledge of interviewing techniques; Good knowledge of laws and programs relating to provisions of human services; Ability to function as a member of a multi-disciplinary team for treatment plans; Ability to communicate effectively both orally and in writing; Ability to prepare written records and reports; Physical condition commensurate with the demands of the position

**MINIMUM QUALIFICATIONS:** Graduation from a college or university with a master's degree in Social Work, Psychology, Mental Health Counseling or related field; AND  
Four years of full-time paid or its part-time equivalent experience working with high risk individuals who have serious emotional or mental illness OR two years of full-time paid experience or its part-time equivalent experience involving counseling and interviewing for social work or related activities.

**NOTE:** Possession of a professional license and current registration issued by the New York State Education Department in clinical social work, mental health counselor, creative arts therapist, marriage and family therapist or psychoanalyst at time of appointment.

**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/U.S. 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.

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