

MENTAL HEALTH PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work involving administering and supervising services of a community mental health/mental retardation program. Work is performed under the general direction of the Commissioner or his designee of Community Mental Health Services with wide leeway allowed for the exercise of independent judgement in planning and carrying out the details of the work. Supervision is exercised over clerical and clinical staff, and interns. May assume responsibility for involuntary psychiatric hospitalization in the absence of Commissioner and Deputy Commissioner of Mental Health.

TYPICAL WORK ACTIVITIES:

Maintains and regulates productivity of staff;
Participates in the planning and development of policies and procedures;
Participates in the intake and screening of new patients and making an evaluation;
Supervises interdisciplinary treatment teams;
Participates as a team member in conferences designed for diagnosis and treatment of patients;
Participates in informational and educational community activities to further community knowledge and the prevention of psychiatric disorders;
Works with other professionals and non-professionals to identify individuals who need treatment but are unable or unwilling to seek treatment;
Participates in campaigns to stimulate interest in the prevention and detection of mental illness;
Refers cases to other agencies and coordinates treatment programs with other agencies;
May direct in-service training of other professionals and para-professionals;
May participate in visits to patients' homes;
May participate in individual, groups and family therapy;
Ensures that program policies and procedures and patient records comply with State and Department Regulations, Policies and Procedures;
Observes and evaluates work performance of subordinate personnel;
Sets agenda and leads interagency meetings;
Develops personnel recruitment strategies and hires staff;
May direct or participate in various task forces or review committees;
Monitors and regulates expenditures of program;
Ensures that Patient records comply with Medicaid, and other insurance requirements for documentation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, methods, procedures and practices of Community Mental Health, of the functioning of community mental health facilities and the scope of services rendered, and of community resources and how to use them effectively;

Ability to work effectively with others;

Ability to work with computerized mental hygiene applications;

Ability to organize, direct and coordinate a variety of services;

Ability to prepare technical and informational reports for administrative use;

Ability to provide effective, professional leadership;

Ability to analyze and evaluate reports of staff workers and make sound decisions;

Ability to plan and supervise the work of clerical and clinical staff*;

Ability to organize and operate a program of training for new staff including interns/field work students;

Comprehensive knowledge of the New York State Regulation governing his/her program, e.g. Office of Mental Health Office of Alcoholism and substance abuse services, etc.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or NYS registered college or university with:

1) Masters degree in Rehabilitation Counseling or related field; or

2) Masters degree in Social Work and Licensure as a Social Worker in NYS; or

3) Masters degree in Nursing and Licensure as a Registered Nurse in New York State; or

4) Doctorate in Psychology and Licensure as a Psychologist in New York State

AND

Three years experience in a **Mental Hygiene program; OR

B) A Psychiatrist licensed to practice medicine in NYS.

**Mental Hygiene includes areas such as Mental Health, Alcoholism Services, Substance Abuse Services, Mental Retardation and Development disability programs and related fields.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT: Candidate must have qualified health credentials e.g. LCSW, CRC, RN, CASAC, according to mental hygiene regulations.

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COMPETITIVE