

## **COORDINATOR OF MENTAL HEALTH SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional work involving the responsibility for coordinating and performing administrative functions in the area of mental health services. The work is performed under the general supervision of the Commissioner of Mental Health and supervision is provided to lower-level staff. The work also involves the responsibility for independent judgment and some professional level decision making responsibility. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops and implements administrative procedures to ensure compliance with County, departmental policies, financial goals and objectives;

Performs administrative functions as it relates to mental health services;

Acts as liaison between the County Commissioner of Mental Health, mental health staff, mental health agencies and New York State Office of Mental Health to ensure compliance with New York State rules and regulations governing funded and/or licensed programs;

Educates, trains and schedules meetings with local law enforcement staff to address the needs of individuals with mental illness who have frequent contact with law enforcement and who may need to be connected to treatment;

Oversees the program that provides tablets to local police departments with the Department of Mental Health crisis team for telehealth assessments or those requiring Assisted Outpatient Treatment (AOT);

Acts as liaison with regional New York State Office of Mental Health (OMH) in the coordination of fiscal and contract management related services by reviewing contract agency performance and addressing fiscal issues;

Implements and monitors service contracts to ensure compliance to terms and agreements, coordinates modifications to meet changing needs, and monitors costs;

Identifies and communicates concerns between and among mental health agencies, the Commissioner of Mental Health and New York State Department of Mental Health;

Oversees the preparation and submission of federal and New York State aid applications, annual reports, and grant applications in accordance with required procedures;

Participates in learning collaboratives which provides training and technical assistance;

Attends contract meetings and contributes to setting goals and objectives for mental health agencies, and makes appropriate changes, as needed;

Provides community training and participates in Community Services Board meetings;

May supervise lower-level clerical staff, as needed;

May represent the Department of Mental Health at Legislative meetings, as needed.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices and techniques used in coordinating the delivery of mental health services; thorough knowledge of administrative policies, practices, and procedures; good knowledge of New York State laws and regulations as they apply to reimbursable programs at mental health contract agencies; good knowledge of New York State laws and regulations as they pertain to mental health services; good knowledge of the adult mental health system of care; ability to train and educate individuals and local enforcement agencies on mental health services; ability to communicate effectively, both orally and in writing; ability to supervise the work of others; ability to work independently and resolve problems; ability to prepare written material.

(over)

**MINIMUM QUALIFICATIONS:** A Master's degree in Social Work, Psychology, Counseling, Behavioral Health, or comparable curriculum and five (5) years of post-degree clinical experience that substantially involved coordinating or administering mental health programs or services, at least one (1) year of which must have included supervising staff on a regular basis.