

COORDINATOR OF SUBSTANCE ABUSE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is professional work of a complex nature primarily involving Local Government Unit (LGU) responsibilities for coordinating and monitoring substance abuse treatment and prevention services and programs in order to ensure compliance with New York State and federal regulations and that all population groups are adequately and effectively served. The work is performed under the general direction of the Commissioner of Mental Health. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates the responsibilities of the Department of Mental Health as the Local Government Unit (LGU) in order to ensure compliance with the New York State Mental Health Hygiene Law;
Monitors and evaluates the effectiveness of programs and services provided by all licensed contract agencies that provide substance abuse services (e.g., NYS OASAS licensed treatment and prevention providers) by participating in on-site meetings with agency staff, assessing whether performance goals have been achieved, determining if population groups have been adequately served, etc.;

Schedules and conducts meetings with licensed providers to provide information regarding New York State requirements and practice standards, explore and discuss emerging drug trends, assess community needs, discuss problems and develop remedies, etc.;

Develops annual local services plans for chemical dependency in accordance with New York State requirements;

Develops and conducts needs assessments regarding substance abuse services and analyzes data and prepares reports in order to develop improvements in treatment and prevention services;

Coordinates responses to high-risk incidents that occur in alcohol and substance abuse programs, including the preparation of reports, the development and implementation of corrective actions, etc.;

Presents information to community agencies and groups;

Reviews programs and services provided by licensed contract agencies and those provided by the Department of Mental Health in order to integrate physical and behavioral health services and ensure treatment plans that include the evaluation and treatment of depression, anxiety, alcohol or substance abuse, physical illnesses (e.g., diabetes, obesity), etc.;

Serves on committees, as assigned;

Completes special projects, as assigned;

Prepares a variety of reports;

May provide training and clinical guidance to others, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, and techniques of the treatment and prevention of substance abuse; thorough knowledge of Rockland County substance abuse programs and services*; thorough knowledge of New York State laws and regulations regarding local government units (LGUs), as they pertain to substance abuse services; ability to coordinate substance abuse treatment and prevention services and programs; ability to establish and maintain effective relations with others; ability to communicate effectively, both orally and in writing; ability to understand and interpret complex written material, especially New York State regulations and requirements regarding local government units.

(over)

MINIMUM QUALIFICATIONS: A Master's degree in Social Work, Psychology, Counseling, Behavioral Health or comparable curriculum and five (5) years of clinical experience in a program that substantially included substance abuse counseling, at least two (2) years of which must have included coordinating, planning, and/or supervising a substance abuse program.

R.C.D.P. 03.16.2017
Competitive