

## **COORDINATOR, PLANNING (MENTAL HEALTH)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily planning work of a complex nature which involves a responsibility for developing, planning and implementing a variety of local and New York State mental health programs, in accordance with New York State Mental Hygiene Law. The work is performed under the general direction of the Commissioner of Mental Health and work guidance (e.g. lead work) may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans and coordinates the implementation of mental programs and services by reviewing countywide needs for mental health services, meeting with community agencies to discuss service needs, evaluating the needs of underserved populations, reviewing outcomes and consumer satisfaction data, etc.;

Makes recommendations to agencies and service providers regarding improvements and Initiatives for a variety of programs including but not limited to the Office for People with Developmental Disabilities (OPWDD) (e.g., housing, Day Programs, Jawonio) and New York State Office of Mental Health programs (OMH) (e.g., Rockland Psychiatric Center, Nyack Hospital, transitional programs);

Plans and coordinates the implementation of new programs as well as adjustments to existing programs which involve the production of mandated plans and reports for federal, New York State and local requirements;

Evaluates existing programs;

Acts as collaborator and county liaison between the Department of Mental Health and federal, New York State and private human service organizations, interpreting department, Rockland County and health systems agency mandates and policies, as they apply to OPWDD and OMH programs;

Represents the County on local mental health, regional and New York State committees involved in planning, especially as they apply to OPWDD and OMH programs;

Analyzes planning documents from other counties and various New York State, federal and outside agencies for relevance and possible adaptability to County planning effort;

Interprets and presents single system of services philosophy, literature and status of services to consumers and providers;

Develops and coordinates new initiatives (e.g. Suicide Prevention Coalition, Emergency Response Coalition) and evaluates the effectiveness of same;

Gathers and tracks data (e.g., death by suicide or overdose, use of paramedic services, involuntary transport to Behavioral Health emergency rooms, etc.) and prepares a variety of reports;

Coordinates the activities of departmental staff involved in preparing, presenting and disseminating plans, procedures and necessary documents regarding mental health programs.

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

Thorough knowledge of the principles and practices involved in planning mental health/behavioral health programs; good knowledge of current developments in the fields of mental health (e.g., people with developmental disabilities); working knowledge of the principles and practices of conducting and evaluating research studies; ability to evaluate, plan and make appropriate recommendations to improve mental health/behavioral health programs; ability to understand and interpret written material; ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:**

1. A Master's degree in a Behavioral or Social Science, or Social Work, and either
  - (a) four (4) years of post-degree experience in social science or human services research, program evaluation or program planning and development, at least three (3) years of which shall have been in the area of mental health/behavioral health and/or developmental disabilities; or
  - (b) four (4) years of post-degree experience providing treatment and/or clinical services, at least three (3) years of which shall have been in the area of mental health/behavioral health and/or developmental disabilities.
2. A Doctorate degree in a Behavioral or Social Science or Social Work and one (1) year of the general experience described in (1)(a) or (1)(b), above.