

UNIFIED SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is important work of a complex nature involving responsibility for coordinating the various components mental hygiene provides which make up the Unified Services for the Department of Mental Health. The work is performed under the general supervision of the Director of Administrative Services (MH) and supervision is exercised over a small number of professional and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Establishes priorities of multiple, diverse workload and management of staff resources, taking into consideration appropriate guidelines and compressed timeframes;
Acts as a focal point for the exchange of information for United Services Executive Committee, and between and among twelve Unified Services workgroups;
Records proceeding of Executive Committee;
Assures adequate documentation of proposal contents for submission to consumer advisory board;
Records chronology and qualifications of project approval process as department resource;
Keeps all committee rosters current;
Initiates regularized workgroup activity report process;
Maintains historical records of all Unified Services proceedings;
Coordinates flow of information concerning single system of services;
Makes presentations to agency providers, consumers and the academic community concerning the philosophy and historical background of the service network;
Participates in numerous State-sponsored training seminars related to Unified Services topics;
Trains local agency and Department staff in a variety of subject areas and serves as liaison to State agencies;
Represents and interprets the County Unified Services program to intra-County budget and legislative bodies, and at the State level;
Interprets State office directives;
Implements mandates, deadlines and data requests at the local level;
Determines necessity and timing of decision-making at appropriate higher administrative levels;
Carries out requirements of several major annually-occurring projects mandated by State funding agencies;
Reviews input documents;
Presents data to administrators for program review purposes;
Reviews literature and State documents related to Unified Services and disseminates relevant data to almost 100 Unified Services agencies;
Produces summary documents and report analyses utilized by the Department of Mental Health;
Coordinates County Unified Services function with out-of-county agencies, Health Systems Agency, ongoing and special-purpose task forces, other county coordinators, etc.;
Supervises Senior Planning and Evaluation Assistant;
Responsible for maintenance and update of special residency review studies of clients served by psychiatric facilities in Rockland County.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the concept, organization and workings of Unified Services; good knowledge of the various agencies and personnel making up Unified Services; ability to coordinate complex and diverse activities involved in Unified Services, including setting priorities, resolving problems, expediting projects, etc.; ability to train agency personnel in a variety of topics related to Unified Services; ability to deal effectively with a variety of individuals; ability to express oneself clearly and effectively, both orally and in writing; ability to prepare a variety of reports, some of a complex nature.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Public or Business Administration, Social Work (Administration) or closely related field and six (6) years of experience which involved monitoring and coordinating programs or the flow of information in a health care or human services agency, at least three (3) years of which must have been at a supervisory, administrative or managerial level.

MINIMUM QUALIFICATIONS:

1. A Master's degree or higher in Public or Business Administration, Social Work (Administration) or closely related field may be substituted for two (2) years of the general experience.
2. Experience in mental health program evaluation, program planning and development or coordination of mental health services or programs may be substituted for the general experience on a two-for-one basis.