

Jurisdictional Class: Competitive
Adopted: July 17, 1987
Revised: May 28, 2010

MENTAL HEALTH SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional, administrative position involving the coordination and supervision of all aspects of a County Mental Health Clinic. The incumbent provides overall management expertise for the agency and directs clinic treatment services to clients. The work is performed under the general direction of the Director of Community Services and in concert with the other senior supervisory staff of the Community Services system. Supervision, including hiring, evaluation, and disciplinary action, is exercised over the work of subordinate professional staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees, coordinates, implements, and evaluates all aspects of a County Mental Health Clinic to ensure that proper services are provided in the process of helping clients with social, emotional, and related difficulties associated with their mental illness or disability;
Provides, on a limited basis, direct clinical and treatment services to clients;
Ensures, through monitoring and oversight, the effective delivery of quality clinical services;
Conducts staff meetings and conferences devoted to diagnosis, treatment, planning, and administration and case assignment;
Works with staff to develop and/or provide in-service training to ensure up-to-date knowledge of community resources and current treatment techniques;
Evaluates all clinic services and proposes changes to improve programs;
Meets with community groups and the general public to ensure a positive level of public relations regarding mental health services;
Assists in the preparation of the annual plan, annual report, and budget;
Insures the timely and accurate completion and submission of documents required by the New York State Office of Mental Health;
Prepares and properly maintains a variety of required reports and records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, methods, procedures, and practices of the field of community psychiatry and mental health;
Comprehensive knowledge of the functioning of community mental health facilities and the scope of services rendered;
Comprehensive knowledge of community resources and how to use them effectively;
Ability to work effectively with others;
Ability to organize, direct, and coordinate the mental health services in a psychiatric clinic;
Ability to prepare technical and informational data for administrative use;
Ability to provide professional leadership of a high order;
Ability to analyze and evaluate reports and make sound decisions;
Ability to plan and supervise the work of others;
Ability to communicate clearly and effectively both orally and in writing.

Mental Health Services Coordinator

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Doctorate in Psychology and be licensed through New York State Education Department to practice Psychology and four (4) years of clinical experience in a mental health program providing counseling and psychotherapy to all age groups; two (2) years of which must have included administrative responsibilities; or

(b) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work or Mental Health Counseling and be licensed through the New York State Education Department to practice social work or counseling and seven (7) years of experience as defined in (a) above; two (2) years of which must have included administrative responsibilities.