

Jurisdictional Class: Competitive  
Adopted: May 14, 2009  
Revised: May 28, 2010

**MENTAL HEALTH AND ADDICTION SERVICES COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional, managerial position involving the management, development, coordination, and supervision of all aspects of both the Mental Health and Addictions Clinics of the County Community Services Agency. The incumbent provides overall management expertise for the agency and oversees and directs clinic treatment services to clients as well as responsibility for planning and promoting educational campaigns. The incumbent provides coverage for community crisis calls for the Director of Community Services during absences. The work is performed under the general direction of the Director of Community Services with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over subordinate professional staff for both the mental health and addictions services. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Oversees, coordinates, implements, and evaluates all aspects of the County Mental Health Clinic and the Addictions 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 and/or addiction;

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;

Locates and establishes working relationships with individuals and/or their families and groups providing services to those with mental illness and/or addiction;

Oversees staff in developing and/or providing in-service training to ensure up-to-date knowledge of community resources and current treatment techniques;

Oversees and 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 and addiction services;

Assists in the preparation of the annual plan, annual report, and budget;

Is responsible for the control and management of funds appropriated for the mental health and addiction programs;

Insures the timely and accurate completion and submission of documents required by the New York State Office of Mental Health and the New York State Office of Alcoholism and Substance Abuse;

Prepares and properly maintains a variety of required reports and records;

Provides coverage for community crisis calls during the absence of the Director of Community Services.

## Mental Health and Addiction Services Coordinator

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

- Comprehensive knowledge of the principles, methods, procedures, and practices of the field of mental health, addiction, and co-occurring disorders;
- Comprehensive knowledge of the functioning of community mental health and addiction facilities and the scope of services rendered;
- Comprehensive knowledge of community resources and how to use them effectively;
- Good knowledge of the personal and social problems related to mental health and addiction;
- Good knowledge of the symptoms and physical signs of mental health and addiction;
- Good knowledge of promotional public relations and educational techniques relating to on-going mental health and addiction programs;
- Ability to work effectively with others;
- Ability to manage, organize, direct, and coordinate the mental health and addictions services in a 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 manage, plan, and supervise the work of others;
- Ability to communicate clearly and effectively both orally and in writing.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Doctorate in Psychology, be currently 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 been in addiction services and two (2) years of which must have included administrative responsibilities of a mental health or addictions program or organizational unit; 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, be currently licensed through the New York State Education Department to practice social work or counseling, and seven (7) years of clinical experience as defined in (a) above; two (2) years of which must have been in addiction services and two (2) years of which must have included administrative responsibilities of a mental health or addictions program or organizational unit.