

MENTAL HYGIENE PROGRAM COORDINATOR (SPOA-CHILD)

**One Permanent position at 35 Hrs./Wk.
Salary range \$53,522.00 - \$82,068.00/Yr.
Full Benefits**

The Chautauqua County Department of Mental Hygiene is currently seeking qualified applicants for a full-time Mental Hygiene Program Coordinator (SPOA – Child) position to work out of their Mayville office. An incumbent in this class is responsible for professional and supervisory responsibilities for the development of Single Point of Access for children. Work is performed under supervision of the Director of Mental Hygiene. Responsibility involves developing and implementing standard assessment protocols to assure mentally ill and emotionally disturbed children are triaged to the appropriate level of care. Supervision is exercised over mental hygiene professionals, case managers and other assigned staff to assure that clients receive needed services. This position will be filled on a provisional basis pending the results of a future dated Civil Service Examination for this title.

A description of the duties and minimum qualifications is listed below.

Interested Candidates should complete the Chautauqua County Application for Examination or Employment (available on this Website) and send it to:

Chautauqua County Department of Human Resources
Gerace Office Building, Room 144
3 North Erie Street
Mayville, NY 14757

Equal Opportunity Employer

MENTAL HYGIENE PROGRAM COORDINATOR (SPOA-CHILD)

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class is responsible for professional and supervisory responsibilities for the development of Single Point of Access for children. Work is performed under supervision of the Director of Mental Hygiene. Responsibility involves developing and implementing standard assessment protocols to assure mentally ill and emotionally disturbed children are triaged to the appropriate level of care. Supervision is exercised over mental hygiene professionals, case managers and other assigned staff to assure that clients receive needed services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Designs and implements Assessment protocols to determine client needs;
As clinically indicated, evaluates children and their families to determine current mental health status and provides clinical recommendations to the SPOA Committee when developing a plan of care;
Convenes and chair the Single Point of Access Committee as necessary to address the needs of referred children and their families;
Monitors ongoing progress of children in the SPOA program to assure children and their families remain at a level of care commensurate with their level of need;
Develops and prepares reports as required by State and Local funding agencies;
Acts as liaison with mental health and related Human Services providers to assure children have access to appropriate levels of care;
Provides direct supervision of case managers and related program staff;

Gathers statistical and demographic data to assist in needs assessments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of clinical principles, methods, procedures and practices for mentally ill and seriously emotionally disturbed children and their families; comprehensive knowledge of the State and local service delivery system and scope of services rendered; Good knowledge of community resources and ability to access them effectively; strong interpersonal skills; strong personal and professional leadership skills; ability to organize, direct and coordinate clinical services in a decentralized environment; sound judgment skills; physical condition commensurate with the demand of the position; willingness to work flexible schedule.

MINIMUM QUALIFICATIONS: Possession of a Master's Degree in Educational Psychology, Psychology, Psychiatric Nursing, Social Work or School Counseling and five (5) years of professional counseling experience in a mental health center providing direct services to mentally ill or seriously emotionally disturbed children, one (1) year of which must have been in the capacity of direct supervision of clinical staff.

ADDITIONAL REQUIREMENTS: Candidates must have the license appropriate to their qualifying educational degree as listed below at time of permanent appointment and thereafter while serving in this title:

<u>Master's Degree</u>	<u>Required License or Certification</u>
Educational Psychology	None
Psychology	None
Psychiatric Nursing	Registered Nurse licensed in New York State
Social Work	LMSW licensed in New York State
School Counseling	None