

Department: Mental Health
Classification: Competitive
Grade: 11

SPEC DISK **FD**
DOCUMENT **04**

PROJECT COORDINATOR (MENTAL HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving coordinating and planning with a multitude of organizations across regions' child-servicing system, with a particular emphasis on school systems, pediatricians and other health providers, Public Health nurses, families, and Youth Bureaus, primarily in Essex County. The individual does not provide direct care. The work is performed under the supervision of the Director of Community Mental Health Services and the Mental Health Outreach Coordinator with some leeway allowed for the exercise of independent judgement. The incumbent does related work as followed.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Understands and connects resources for families of children with behavioral health service needs;
Record and report appropriate data to ensure the individual/family have continuity of services;
Attend meetings of committees relevant to the child-servicing system;
Reports efficacy of or gaps in services to supervisors;
Educates school systems, pediatricians and other health providers, Public Health nurses, families, and Youth Bureaus of the available services and initiates connection of referral source to resource;
Some traveling necessary;
Prepares all necessary reports related to grant funded projects.

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

Working knowledge of the practices of social work/mental health and case management principals; the ability to organize work effectively; the ability to prepare reports; the ability to formulate relationships and effectively network across multiple disciplines; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications, including spreadsheets, Word processing, and Outlook; and possess physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Mental Health, Social Work, Alcohol and Substance Abuse studies, Human Services, Public Health, Public Health Education, Community Health or Community Planning; or
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Addictions or Chemical Abuse Counseling, Mental Health Assistant, Community Health, Health Care Management or Studies of Sciences, Public Health and two (2) years of experience in a related field; or
- C) Graduation from high school and five (5) years of experience in a related field; or
- D) An equivalent combination of training and experience as defined in A), B) and C) above.

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