

## PROGRAM COORDINATOR (PLANNING-MENTAL HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for coordinating planning activities of the Office of Mental Health Services of the Department of Community Mental Health through the review and assessment of operational matters related to all existing and proposed adult mental health service delivery systems for the purpose of developing planning strategies and to identify and target service areas in need of restructuring or development. These assessments are based on surveys and analysis of service indicators, projected caseloads, and trend factors. Recommendations are made to management and program staff as to whether or not existing services should be continued or re-structured, and if proposed services should be approved for licensing and/or certification. In addition, the incumbent serves as the primary departmental interface to essential outside agencies including all Westchester County Outpatient Clinic Providers, Psychiatric Hospitals, and the FBI, while ensuring the effective implementation of the SAFE Act within the County. This class is distinguished from the Program Administrator (Mental Health) by its involvement in planning and analysis for the overall department service providers and its responsibilities in representing the department as a liaison to critical agencies. Supervision may be exercised over professional and clerical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Reviews trends in the field of mental health, existing and potential community resources and regulatory impacts to assess current service delivery for the purpose of developing planning strategies;

Serves as a liaison for all Westchester County Outpatient Clinic providers including monitoring of Outpatient Clinic waiting list, service capacity and quality of service;

Reviews proposals and performs feasibility studies for the certification of new and existing mental health programs, ventures or services and determines their viability relative to overall strategy, available resources, and guidelines set by the New York State Office of Mental Health;

Plans and oversees the Assisted Outpatient Treatment (AOT) orders issued for the residents of Westchester by the Courts including coordination of services for them;

Plans and coordinates the implementation of the provisions of the SAFE Act including the review and analysis of SAFE Act submissions that come through the NYS database;

Acts as the liaison for the FBI in planning and coordinating assistance with mentally ill individuals including assistance with NYS Mental Hygiene 9.45 order, follow up with inpatient teams, outpatient teams, individuals and families;

Reviews Federal, State and local legislation to determine present and future impact on the operation and funding of mental health services as well as on its planning and development activities;

Develops interagency agreements for the enhanced coordination of services;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Develops and prepares automated monthly management reports and agency monitoring reports as a tool to assess the use of mental health services and to monitor progress toward the goals and objectives of the department;

Participates in the preparation of long range planning documents;

Participates in the direction of mental health planning committees to gain input from community service providers and recipients of mental health services;

Provides technical assistance to mental health agencies interested in developing new services and oversees compliance with state guidelines and established needs assessments;

Prepares planning documents which identify service indicators, projected caseloads and trend factors and the feasibility of attainment within realistic cost and resource parameters, as well as assessing ultimate effectiveness;

Participates in the planning and development of automated information and reporting systems and assists in the formulation of the same for intra-divisional use;

Participates in the preparation of grant applications for funds made available to mental health providers by governmental agencies and private foundations;

Maintains liaison with various health care and regulatory agencies and organizations to keep abreast of trends within the mental health field;

Attends meetings, conferences, and seminars as required;

Uses computer applications such as spreadsheets, word processing, e-mail and database software in performing work assignments;

May perform other incidental duties, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and techniques of social and economic analyses as applicable to mental health planning; thorough knowledge of modern trends in the field of mental health and the regulations affecting the delivery of services in a community setting; good knowledge of the principles of public health administration; familiarity with automated systems and reporting techniques; ability to interpret trends and changes in the field of mental health as they relate to the delivery of services and the impact on the community; ability to communicate with professional and non-professional employees and individuals, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; sound judgment; resourcefulness; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in Social Work, Psychology, Mental Health or closely related field and five years of experience in the field of mental health treatment or psychiatric rehabilitation programs, two years of which must have involved the planning, evaluation and analysis of service delivery systems.

SUBSTITUTION: Satisfactory completion of a Master's Degree\* in Health, Public Health, or Public Administration, or in a mental health discipline may be substituted for one year of the above stated general experience. There is no substitution for the two years of specialized experience.

NOTE: Experience with mental health clients/patients in case management, the direct provision of services, counseling, therapy, the development of treatment plans, or related functions is NOT qualifying experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.  
J.C.: Competitive  
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Job Class Code: C2809  
J.G.: XIII

