

PROGRAM COORDINATOR (TASC)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class directs and coordinates the Treatment Alternatives for Safer Communities (TASC) Program and the Project Fresh Start program, a diversion program that seeks to forge a new response to low-level offending that proportionate, effective, and humane. Both programs aim to avoid use of incarceration and the potential harms associated with the traditional criminal justice process. The incumbent is responsible for coordinating the programs, providing treatment alternatives to incarceration for individuals with mental illness and/or alcohol/substance abuse problems. The incumbent maintains extensive liaison with County, State, and municipal officials. Supervision is exercised over professional, paraprofessional and clerical employees. Does related work as required;

EXAMPLES OF WORK: (Illustrative Only)

Develops, administers and coordinates integrated initiatives related to treatment alternatives to incarceration;

Coordinates and manages all operations, including outreach, intake, scheduling, use of program space, program completion and reporting for the participants of TASC Program and Project Fresh Start;

Coordinates the development and delivery of new group-based programming to be completed by Project Fresh Start participants;

Overviews and coordinates referrals to Project Fresh Start participants, as needed, to help address issues such as substance use, mental health, trauma, domestic violence, housing and vocational needs;

Conducts and coordinates outreach efforts for the purpose of identifying new opportunities for TASC referral;

Monitors project performances and identify areas for improvement in all aspects of the TASC Program and Project Fresh Start;

Sets program goals and objectives in conformance with Federal, State and County legal requirements;

Implements overall policies, procedures and standards for direction of the TASC Program and Project Fresh Start;

Establishes liaison with criminal justice officials, municipal officials, alcohol and substance abuse treatment centers and, mental health program providers;

Monitors staff activities to assure the accomplishment of project goals and requirements;

Establishes systems and procedures regarding administrative reporting and monitoring requirements of the projects;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Ensures that program staff maintain appropriate and up-to-date participant information in an electronic data base to ensure that programming is effective, performance measures are met, and services have the desired outcomes;

Monitors project performance and identify areas for improvement in all aspects of the programs;

Maintains oversight of the program's data collection systems, integrating these with existing departmental systems for the purpose of permitting the department to regularly monitor the programs;

Oversees required training programs for staff development;

Meets regularly with elected local and law enforcement officials to discuss and review areas of mutual concern relating to the TASC Program and Project Fresh Start;

Conducts and responds to reports, audits, and studies relating to the programs;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and/or database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the fields of mental health, substance abuse and the organization of the Criminal Justice system; good knowledge of the principles and practices of administration including personnel, record-keeping and statistical analysis; good knowledge of the principles and practices of office management and supervision; ability to plan and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word-processing, email and/or database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; tact; good judgment; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

A Bachelor's Degree* in a mental health clinical discipline, mental health administration, behavioral science, criminal justice, social work, or closely related field, and five years of experience which involved planning, budgeting, implementing and delivering programs in the field of criminal justice, chemical dependency, or community mental health, three years of which must have been at a supervisory capacity.

SUBSTITUTION: 1. A Bachelor's Degree* in criminal justice or behavioral science, or social science may be substituted for one year of the general experience. 2. A Master's Degree in criminal justice or behavioral science, or social science may be substituted for an additional year of the general experience. There is no substitution for the supervisory 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.

SPECIAL REQUIREMENT: Must possess a valid license to operate a motor vehicle in the State of New York.

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Job Class Code: C3309
Job Group: XIII