

## STAFF DEVELOPMENT SPECIALIST (CHILDREN'S MENTAL HEALTH SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision an incumbent of this class plans, coordinates, develops and conducts comprehensive training programs for all levels of staff in the area of mental health services for children and families. An incumbent is responsible for coordinating, developing and conducting seminars, orientations and training sessions aimed at enhancing and developing the professional technical and administrative skills of all levels of staff in the children's mental health services system. In addition, this position provides assistance to administrators and program developers in identifying and assessing training needs in the mental health services system for children and families. Supervision is not a regular responsibility of this position except as it may relate to the conducting of seminars, orientations, and training sessions or to the supervision of student interns assigned to the Department. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Prepares, coordinates and conducts orientation and training sessions for new employees in children's mental health services;

Confers with administrators to identify training needs and organize training programs designed to enhance and develop the skills and techniques of staff assigned to mental health services;

Participates in the development, implementation and evaluation of continuous in-service training programs, seminars and workshops for all levels of staff in the children's mental health system;

Assists in the preparation of grants, funding proposals and training proposals with appropriate educational institutions;

Takes lead role in the design, organization, and execution of major conferences as well as national and statewide training;

Participates in cross system training in the broader children's service system where appropriate;

Maintains a comprehensive file of available resources to be used in staff training;

Prepares special studies and reports as required;

Keeps abreast of the latest developments, practices and techniques used in the community service system for children with serious emotional disturbances;

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

May perform other incidental tasks, as needed.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the principles, practices and techniques of developing, coordinating, conducting and evaluating training programs; good knowledge of the principles and practices of professional work; ability to plan and develop curricula and lesson plans; ability to train all levels of employees; ability to prepare clear and concise reports; ability to make sound judgments; ability to work independently; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either (a) four years experience managing a caseload in the area of children's mental health services or child welfare; or (b) four years of teaching experience and one year teaching graduate level social work, education, or public administration, or conducting seminars or training sessions in a mental health, social service or education setting, or supervising professional, administrative or managerial personnel in a mental health, social service or educational setting.

SUBSTITUTIONS: A Master's Degree\* may be substituted for the above experience at the rate of 30 credit\* hours per year for up to two years. There is no substitute for the one year of specialized 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 Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.