

COORDINATOR OF COMMUNITY EDUCATION - CMH

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner - DCMH, an incumbent in this position is responsible for the development, execution and performance of the Community Mental Health education program, providing knowledge and information about the mental hygiene field, resources available and programs to further the public education goals of the department. An incumbent promotes, plans, and coordinates community educational programs on mental health, mental retardation, substance abuse, and alcoholism within the professional and lay community. An incumbent is responsible for the development and implementation of a program to provide the community, consumer groups and area councils with assistance in understanding the various available mental health services, identifying existing and prospective needs for new or improved services and acting as liaison between the Commissioner and the area councils. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Acts as staff liaison to the department advisory structure, including the Councils, the Community Services Board, the disabilities committees, and the community;

Plans, organizes, implements and facilitates all aspects of the five Area Mental Hygiene Councils;

Assists the Councils to identify and prioritize service needs, issues, topics and concerns relating to mental health, alcohol and substance abuse, and developmental disabilities;

Interprets the policies of the department of Community Mental Health to the area councils and community;

Plans meetings and presentations, recruits members and monitors membership to insure representation;

Writes and edits handbooks, brochures, directories and other materials for publication;

Coordinates publications through bid process, contract, production and delivery;

Prepares reports with supporting data, tables, graphs, demographics for planning, tracking and reporting through the use of computer applications for use by administration and contract agencies;

Creates questionnaires and surveys to determine community interests and concerns;

Interacts effectively with the public, service recipients and agencies to provide information, referral, and assistance with problems related to mental health services;

Coordinates special projects on service and program development;

Provides the department with information on service and technical innovations in other jurisdictions;

EXAMPLES OF WORK: (Illustrative only)(Continued)

Represents the Commissioner and the Department of Community Mental Health in the community and as a member of appropriate local and state committees, councils and planning bodies;

Assists recipients and agencies with questions and problems related to managed care and mental health services by providing clear information and technical assistance, and participating in informational meetings;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the fields of mental health, mental retardation, substance abuse and alcoholism; good knowledge of the practice of public education and its administration; good knowledge of mental health programs and trends at national, state and community levels; ability to effectively use computer applications such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with professionals and consumers, media and government officials; initiative; tact; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years administrative, counseling or educational experience in community mental health services.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* in Social Work, Psychology, Mental Health Administration, Public health, Public Administration, or Educational Administration may be substituted for one year of the above stated 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.