

## COORDINATOR OF PREVENTION SERVICES (CMH)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of Community Mental Health, an incumbent of this class is responsible for development and promotion of a preventive services program; assisting professionals and non-professionals, community groups and officials identify needs and resources; and acting as a liaison between the Commissioner and the community. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Acts as department liaison in the establishment of preventive programs through the County voluntary and private sectors;

Works with municipal officials, doctors and community groups to encourage adoption of local preventive programs;

Assists non-mental health professionals such as clergymen, educators, police, fire, neighborhood "natural helpers" in the development of "helping" programs;

Promotes neighborhood self-help projects;

Assists communities in identifying neighborhood strengths and resources for problem solving;

Develops programs to deal with situational stress;

Serves as liaison to improve the linkages between community support networks and formal mental health services;

Maintains resource inventory of neighborhood programs;

Coordinates the Department's efforts to involve employer and labor organizations in the development of broad-brush employee assistance programs;

Develops a mental health consultation program to aid clergymen in pastoral work;  
Addresses community groups to raise awareness on mental health issues.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of community organizations and resources; ability to communicate effectively with professionals and lay groups; knowledge of trends and new programs in the field of mental hygiene; familiarity with mental health resources in Westchester County; ability to establish and maintain cooperative relationship with public officials, community groups and the public; ability to research, organize, speak and write clearly and effectively; resourcefulness, tact, good judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree\* and either (a) five years of administrative or community organization experience in the field of mental health, public health, public administration or social work; or (b) a Master's Degree\* in any of the above fields may be substituted for one year of the above stated experience; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

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