

FIELD REPRESENTATIVE - MENTAL HEALTH

GENERAL STATEMENT OF DUTIES: Represents the Community Mental Health Board and the Director - Westchester Community Health Services in the community; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of Administration, this position is responsible for representing the Board in the community dealing with a variety of groups and agencies which are concerned with mental health services and programs. Supervision is not usually a responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Visits contract agencies on a regular schedule to review patient load, staff and administrative activities and fiscal situation;

Works with community groups for the development of mental health programs;

Performs special reviews or consultations for contract agencies on specific problems as the need arises;

Meets with various community agencies interested in developing mental health services in order to assist in the development of the services;

Interprets the policies of the Community Mental Health Board to groups and agencies;

Addresses community groups on mental health services and needs;

Participates in Community Mental Health Board research and demonstration projects;

May be assigned to assist the directors of mental health clinics in the development of relationships with public departments and voluntary agencies in their communities;

Prepares summaries and reports as required;

Interprets agency attitudes and goals to Community Mental Health Board.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of community organization and resources; ability to meet and work with professional and lay groups; ability to prepare precise reports; reliability; maturity; good judgment; ability to work independently; creativity; resourcefulness; initiative; tact; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and completion of two years of post graduate work in social work, psychology, public health, public administration, or mental health administration, plus four years of satisfactory experience in any of the above.

*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.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of permanent appointment.