

## PROGRAM COORDINATOR (CHILDREN'S MENTAL HEALTH SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the development, implementation and coordination of services in the Department of Community Mental Health (DCMH) for children with Serious Emotional Disturbance (SED) and their families. Responsibilities include the development of guidelines and procedures to ensure the provision of community based, strength driven, culturally competent services. In addition to developing components, guidelines and procedures for such services, the incumbent will have responsibility for program evaluation and review, and will oversee development and maintenance of the countywide Network process. The incumbent will manage a service/training team which will both train mental health workers and other professionals in the child serving systems to provide individualized services to SED children and their families, and will also demonstrate and participate in providing those services. The incumbent will directly supervise staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops, implements and coordinates services for children with severe emotional disturbances, and their families;

Coordinates DCMH children's mental health programs with those of other agencies including the New York State Education Department, local school districts, and the Westchester County Departments of Health, Social Services, Probation, and the Westchester County Youth Bureau, and acts as liaison with those agencies;

Represents DCMH in the cross-system Single Point of Entry and Return Committees around the needs of children with SED entering or leaving residential care; designs wraparound programs to avert such care whenever possible;

Oversees centralized intake process for children and families entering the service system for children with SED;

Manages the Wraparound/Training Team, analyzes need and provides for ongoing skill development for workers in the system-of-care;

Coordinates research and evaluation mechanisms and methodologies for use by management in developing the system of care;

Contributes to and participates in the development of spending plans for federal, state and local funds through the production of budget projections based on needs assessments of existing services and proposed services;

Develops and prepares monthly management reports and agency monitoring reports as a tool to assess the use of mental health services and to monitor progress towards the goals and objectives of the department;

Reviews trends in the field of children's mental health, existing and potential community resources and regulatory impacts to assess services delivery for the purpose of developing planning strategies; participates in preparing long range planning documents;

Develops research and data collection instruments and methodology to be used in analyzing current trends, issues and service indicators and in planning strategies for program development and funding;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Provides technical assistance to mental health agencies interested in developing new services and oversees compliance with state guidelines and established needs assessments;

Participates in the preparation of grant applications for funds available to mental health providers by governmental agencies and private foundations;

Maintains liaison with various health care and regulatory agencies and organizations to keep abreast of trends within the mental health field, attending meetings, conferences and seminars as needed;

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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and techniques used in coordinating the delivery of mental health services to Seriously Emotionally Disturbed children and their families; good knowledge of modern trends in the field of mental health and the regulations affecting the delivery of services in a community setting; knowledge of automated systems and reporting techniques; ability to analyze costs, and interpret trends and changes within the field of mental health as they relate to the delivery of services and the impact on the community; ability to communicate effectively, both orally and in writing with both professional and non-professionals; 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; sound professional judgment; resourcefulness, initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree in a mental health clinical discipline, mental health administration, health care administration, public administration, Social Work, Special Education or a closely related field and four years of supervisory or administrative experience where the primary function was in the provision or coordination of services for children.

\*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.

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