

PROGRAM COORDINATOR (DEVELOPMENTAL DISABILITIES SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Developmental Disabilities Services-DCMH, an incumbent of this class is responsible for coordinating, implementing and monitoring all activities and services of the DCMH Office of Developmental Disabilities and Mental Retardation Services and its contract agencies including residential services and Medicaid Home and Community Based Waiver Services in Westchester County in accordance with rules and regulations established by New York State for reimbursable programs. Responsibility also involves monitoring compliance with regulatory agencies through quality assurance and program evaluation; and establishing and maintaining extensive contacts with state and local officials. Supervision is exercised over a staff of professional and para-professional case managers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Monitors and has fiscal oversight over contracts and grant programs for quality assurance;

Coordinates the delivery of joint services with mental health, health, education and alcohol and substance abuse providers;

Develops new contractual programs in cooperation with agency executives to support the planning and program development decisions of the department;

Formulates new programs for service delivery;

Supervises the delivery of direct case management services of the office;

Coordinates the referral and placement of all developmentally disabled persons within the County;

Participates in the development of the department's short and long-term planning efforts;

Serves as county representative in the coordination of services with assigned state developmental centers;

Assists in the development of solutions to program management problems at contract agencies;

Keeps abreast of developments in the areas of prevention and treatment;

May act as department liaison to the regional office of the New York State Office of Mental Retardation/Developmental Disabilities;

Addresses community groups as required;

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 principles and techniques used in coordinating the delivery of developmental disability services; good knowledge of New York State rules and regulations as they apply to reimbursable programs related to developmental disability contract agencies and State operated services; ability to establish and maintain effective working relationships with groups and individuals; ability to clearly and concisely express ideas verbally and in writing; 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; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree* in a mental health clinical discipline, human services discipline, mental health administration, health care administration, public administration, or business administration and four years of supervisory or administrative experience in the provision or coordination of services for the developmentally disabled.

*SPECIAL NOTE: Education beyond the secondary 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.