

PROGRAM SPECIALIST (TASC)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class coordinates the case management relationship between county programs in the fields of mental health, alcohol and substance abuse, the Treatment Alternatives for Safer Communities (TASC) Program and the criminal justice system. Incumbents assist in the development of plans, policies, and procedures for implementation of program components and participate in monitoring case management functions directly relating to the TASC program. Supervision is exercised over case management and clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts as liaison among county departments of Probation and DCMH, the courts and criminal justice system and voluntary treatment programs concerned with mental health and alcohol and substance abuse;

Supervises and monitors program activities;

Identifies service needs of referred clients;

Represents the TASC program at meetings and conferences;

Prepares summaries and reports as required;

Maintains a resource inventory for referrals within the community;

Plans and conducts needed training for staff development through seminars and other professional programs;

Participates in community education including seminars on drug and alcohol abuse, panel discussions, etc.;

Assists in research activities;

Acts for and represents the department, as required, relative to the above mentioned case management and programmatic activities;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the field of substance abuse; good knowledge of the organization of the criminal justice system; good knowledge of administration including budgeting, personnel, financial record keeping; knowledge of data collection techniques and statistical analysis; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word-processing, e-mail, and database software; tact; good judgment; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and three years experience in criminal justice or community mental health.

SUBSTITUTIONS: A Master's Degree* in Criminal Justice, Social Science or a professional mental health discipline may be substituted for the above experience at the rate of 30 credit hours per year for up to one year.

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