

COORDINATOR OF CHILDREN'S SERVICES/SPOA

DISTINGUISHING FEATURES OF THE CLASS: This is responsible, professional work involving the establishment and implementation of a coordinated system which identifies high-risk/high-need children at risk of placement in out-of-home settings. Responsibilities include ongoing development of strategies to manage such children in their home communities. The incumbent of this position helps to establish and maintain a single point of accountability (SPOA) for such high-risk/high-need children and families in coordination with the County Social Service, Mental Health and Youth Bureau Services. Work is performed under general supervision of the Director of Mental Health. Supervision of others is not normally a requirement of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES (Illustrative only)

Plans, develops and supervises the initial screening process/instrument to determine whether a child fits the priority population criteria;

Plans, develops and supervises the use of a recognized satisfaction instrument to consistently measure attainment of outcomes and to determine the level of satisfaction of clients with the services;

Plans, develops and supervises the use of an organized process to manage access to services to include the development of a universal intake form which facilitates entry to intensive services and a process to manage slot vacancies in the various service components;

Plans, develops and supervises the use of a comprehensive assessment and individualized service plan for participants and their families;

Plans, develops and supervises the use of an information system to monitor vacancies and to access high-end services;

Provides professional evaluation, interpretation, diagnosis and treatment recommendations related to screening and intake;

Provides information and data to support measurement of outcomes for the purpose of maximizing the attainability of positive outcomes for high-risk/high-need children and their families;

Supervises and coordinates the mental health service delivery system;

Supervises and coordinates all Coordinated Children's Services Initiative activities;

Compiles and prepares reports for the Commissioner of Social Services, Director of Mental Health and Youth Bureau,

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of, and ability to practice, diagnostic and therapeutic techniques utilized in a Psychiatric Clinic; thorough knowledge of applications of substance abuse prevention and treatment; thorough knowledge and the ability to apply the procedures of social work and of the social factors affecting mental health; thorough knowledge of personality development and of the factors which contribute to mental, emotional and social maladjustment (pathology); the ability to organize work effectively; the ability to interpret federal, state and local laws affecting the medical and health programs and the ability to prepare reports; the ability to administer social work, substance abuse and mental health programs; the ability to work well and effectively with others, both within and outside of the agency; ability to plan and supervise the work of subordinates; sensitivity in working with psychiatric and substance abuse patients; continued professional education; tact and courtesy.

MINIMUM QUALIFICATIONS: Master's Degree in social work, and five (5) years of post-degree professional experience in social work.

SPECIAL REQUIREMENTS:

1. Current certification to practice social work in the State of New York.
2. Possession of New York State Certification as an Alcohol and Substance Abuse Counselor may be required.

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