

COORDINATOR, CONTINUING TREATMENT PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: Work requires psychotherapeutic knowledge and supervisory skill in planning and coordinating work of the Continuing Treatment Program to carry out the clinical services under direct supervision of a higher level administrator. Work requires extensive contact with professionals of agencies in or outside the community to maximize service for patients. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises intake, assessment and assignment of caseloads, records, the setting of fees and interdisciplinary staff conferences;
Assures records are in compliance with New York State and OMH requirements;
Supervises Crisis Intervention and makes recommendation for treatment and referral;
Refers patients to ancillary services;
Supervises psychiatric social workers, graduate social work students, assistant social workers, psychiatric nurses and community mental health aides;
Coordinates and acts as liaison with other treatment programs, social agencies, hospitals and schools;
Participates in activities of professional group and community agencies;
Prepares monthly and annual reports of program operations in cooperation with the administrator;
Submits monthly statistics and forms to the New York State Office of Mental Health;
Implements Mental Health budgetary, personnel and supervisory procedures in the program;
Performs other duties as requested by the administrator.
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: Supervisory ability with multi-discipline staff; ability to work with a wide range of serious emotional disorders; ability to interpret program to referring agencies; ability to organize and coordinate services effectively; ability to interpret federal, state and local laws affecting the medical and mental health needs of clients; ability to prepare reports; ability to work well and effectively with others, both within and outside of the agencies; ability to demonstrate a sensitivity in working with psychiatric patients.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a master's degree in social work, and two years of post master's experience in social work.

SPECIAL REQUIREMENT:

Current certification to practice social work in New York State.