

SPOA* COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional level work with responsibility for designing and putting into place on the local level a system or systems to identify high-risk/high-need children relative to placement in out-of-home settings. Responsibilities include setting systems to prioritize at-risk cases, organize services and service providers, create dialogue and develop strategies to such children in their home communities. Duties require the establishment and maintenance of a single point of access and provider accountability for such high-risk/high-need children and families to coordinate Social Services, Mental Health and Youth Bureau Services. Work is performed under general direction of the Director of Mental Health. Supervision of others is not usually 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,

SPOA COORDINATOR (cont'd)

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 the 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; demonstrates a sensitivity in working with psychiatric and substance abuse patients; the responsibility for continuing professional education.

MINIMUM QUALIFICATIONS:

Master's Degree in social work and five (5) years of post-Master's experience in social work.

SPECIAL REQUIREMENT: Current certification to practice social work in the State of New York. Additionally, possession of New York State Certification as an Alcohol and Substance Abuse Counselor is preferred.

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.