Title: Community Relations Coordinator, Mental Health

Title Abbreviation: Comm Rel Coord MH

Title No.: 6182

Juris.Cl: C

Salary Code: 01

Unit: 

EEO Code: PR

FSLA Code: NE

Department: Mental Health

Division: 

Supervisor's Title: Mental Health Assessment Team Director

Distinguishing Features of the Class: The work involves coordinating and evaluating a single point of access for care coordination and housing programs for individuals of the mental health system. Responsibilities include the development, coordination, and performance management of assigned programs. Liaison work involving the community of providers and individuals of service is an integral part of this position. Work is performed under the general supervision of the Mental Health Assessment Team Director. Supervision of others is not a feature of this class. Does related work as required.

Typical Work Activities:

1. Coordinates and facilitates the initial application of individuals presenting for services through the Orange County single point of access;

2. Assists in the collection and input of data within the department and for New York State Office of Mental Health;

3. Ensures coordination of services among assigned programs with single point of access (SPOA) and other related services;

4. Consults with program agencies to determine impact of services provided to individuals;

5. Makes presentations to community about SPOA program;

6. Provides leadership in the identification of needs, and the development and implementation of appropriate programs;

7. Evaluates the implementation of programs to determine if identified needs and state objectives are being met;

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8. Performs reviews to ensure that services provided meet appropriate standards;

9. Implements and maintains management information systems for monitoring and evaluation of programs;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**
Good knowledge of the services and functions of community based outpatient psychiatric services and particularly the role of county government in the system; good knowledge of long range and short range objectives and priorities of the New York State Office of Mental Health; good knowledge of legislation, regulations, current problems and professional standards in the fields of mental health, developmental disabilities, and alcohol and substance abuse; ability to evaluate and recommend changes and improvements of programs providing mental hygiene services; ability to work well with providers and individuals of mental hygiene services at all levels; ability to analyze and interpret program and statistical data; ability to prepare complex written reports; ability to follow complex oral and written directions; ability to work effectively with public and private agencies and with the general public; ability to speak clearly and concisely; initiative and resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with Bachelor’s Degree or higher in Social Work, Social Science, Psychology, Public Administration, or related field and three (3) years of full-time paid work experience in the mental hygiene or related human services field.

*NOTE:* Possession of Master’s Degree in any of the above fields may be substituted for one year of the required experience.