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## CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email [cchrs@chqgov.com](mailto:cchrs@chqgov.com)  
Phone (716) 753-4237 • Fax (716) 753-4686 • Website [www.chqgov.com](http://www.chqgov.com)

### **CLINICAL STAFF COORDINATOR**

**Full-Time @ 35 hrs./wk. w/Benefits**

**Starting Salary: \$31.40/Hour**

Chautauqua County's Department of Mental Hygiene is seeking to fill one Clinical Staff Coordinator position within the Dunkirk, NY office. This position is full-time, 35 hours per week, starting at \$31.40/hour. An incumbent in this position will have the responsibility to perform and coordinate treatment program operations with clinical staff of the County Department of Mental Hygiene.

Chautauqua County Government also offers a comprehensive benefit package including Dental, Health, and Vision insurance, Employee Assistance Program, Retirement Savings Programs, Paid Time Off and much more.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

All applicants must meet the minimum qualifications listed below and **MUST** submit an application available on the Chautauqua County Government's website: [www.chqgov.com](http://www.chqgov.com) click on "Employment" in order to be considered for the position. **No resumes, emailed or faxed applications will be accepted.**

Please mail completed applications to:

Chautauqua County Department of Human Resources  
Gerace Office Building  
3 North Erie St – Rm 144  
Mayville, NY 14757

Equal Opportunity Employer

### **CLINICAL STAFF COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position involving responsibility to perform treatment and coordinate treatment program operations and clinical staff of the County department of Mental Hygiene. Work is performed under the general supervision of the Clinic Director with considerable latitude allowed for independent judgment in meeting the objectives of the programs. General supervision is exercised over professional and clerical support staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Provides clinical services to clients in various behavioral health clinic settings;
- Supervises and coordinates clinicians in the behavioral health clinic settings via individual and team supervision;

- Assists Clinic Director with day-to-day operation of behavioral health clinics and in the administration of other treatment programs;
  - Develops and implements policies and procedures for assigned programs;
  - Performs community education activities to explain and promote assigned programs;
  - Acts as liaison between community, referral sources and the County Mental Hygiene Department;
  - Monitors program outcomes and takes action to align results with program objectives;
  - Prepares program reports and submits same to regulatory agencies such as the New York State Department of Mental Health (OMH);
  - Attends and participates in collaborative and planning meetings for the County Department of Mental Hygiene.
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- When assigned to the Assisted Outpatient Treatment program (AOT):
  - Reviews all Mental Health evaluations and other court-related documents to assure professional standards;
  - Prepares and reviews all AOT related materials, procedures, reports and correspondence including court-related documents;
  - Collaborates with attorneys on materials and testimony for hearings;
  - Supervises and participates in monitoring high-risk individuals under court-ordered AOT.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of current mental health treatment theories and counseling techniques; good knowledge of mental health and AOT related Court terminology and procedures; good knowledge of the systems involved in case referral; ability to manage and supervise clinical staff; ability to design and utilize forms to collect data; ability to establish and maintain cooperative relations with associates, professional community groups, clients and the public; ability to express ideas clearly, both orally and in writing; skill in writing mental health evaluations and assessments and in critiquing evaluations written by staff; good judgment, initiative and resourcefulness; integrity; tact; physical condition commensurate with the demands of the position.

**MUST MEET MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work **and** three (3) years of work experience providing direct care mental health counseling services to individuals.

**MUST ALSO MEET ADDITIONAL REQUIREMENT:** Possession of New York State licensure as a Licensed Clinical Social Worker at time of application, appointment and during service in this classification.