



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email cchrs@co.chautauqua.ny.us
Phone (716) 753-4237 • Fax (716) 753-4686 • Website www.co.chautauqua.ny.us

MENTAL HYGIENE PROGRAM COORDINATOR

Full-Time w/Benefits

35 Hrs./Wk.

Salary Range: \$54,592 - \$83,709/yr

Interested candidates **MUST** complete a Chautauqua County Application for Employment and/or Examination available at www.co.chautauqua.ny.us click on "Employment." Resumes will not be accepted unless accompanied by an original application. Once application is complete, print and send to the Chautauqua County Department of Human Resources office for consideration.

Only applicants meeting minimum qualifications listed below will be considered for appointment.

DESCRIPTION OF POSITION: Chautauqua County Department of Mental Health is seeking qualified applicants for the position of Mental Hygiene Program Coordinator. This is a Full-Time (35 hours/week) administrative position working mainly out of our Jamestown, New York office. An incumbent in this class is responsible for the administrative and clinical oversight of assigned functional operations within the Department of Mental Hygiene (DMH). Work is performed under the supervision of the Director of Mental Hygiene. Responsibilities may include policy and procedure development, regulatory and financial oversight, electronic systems implementation, system-wide planning, grant writing and supervision of assigned staff. Does related work as assigned.

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

TYPICAL WORK ACTIVITIES:

- Administers, coordinates and supervises County mental health programs, as well as services by outside contract agencies;
- Administers and provides leadership in the development and maintenance of policies and procedures for new and existing County-operated programs and collaborative services in the community;
- Provides leadership for new programs from concept to implementation;
- Serves as a liaison to other county functions to facilitate the development of strong cross systems coordination and cooperation;
- Develops and oversees implementation of the DMH's strategic plan;
- Assists in the identification of priorities for the allocation of financial resources;
- Fosters positive relationships and problem solving between DMH and community agencies, advocacy groups, media, consumers and families;
- Facilitates community education and stigma reduction on the perception of and issues impacting individuals affected by developmental disabilities, mental illness and addiction;
- Conducts County-wide needs assessments and assist with the development of the Local Services Plan as required under Mental Hygiene Law;
- Identifies and assists in procuring available grants and alternative funding to expand services to meet emerging mental health needs in the community
- Writes and coordinates the submission of Federal, State and local grant applications;
- Oversees projects as assigned by the Director of Mental Hygiene.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of services provided in the mental health field; thorough knowledge of the principal methods and procedures used in organizing and promoting mental health services; thorough knowledge of effective mental health treatment techniques; good knowledge of the basic principles and practices of

community organization, mental health education, office management and public relations; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to gather and organize data; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Clinical Psychology, Community Counseling, Counseling Psychology, Psychiatric Nursing, Counseling Education, Psychiatric Social Work or a closely related field and five (5) years of experience in program development, program oversight or interdisciplinary coordination of services in an agency that provides services to clients with mental health and/or addictions challenges, two (2) years of which must have been in a supervisory capacity.

Equal Opportunity Employer