

# **MENTAL HYGIENE PROGRAM COORDINATOR**

**Full-Time @ 35 hrs./wk. w/Benefits**  
**Salary Range: \$67,272 - \$103,302/Year**

Chautauqua County's Department of Mental Hygiene and Social Services is seeking to fill one Full-Time Mental Hygiene Program Coordinator position within the Mayville, NY office. This position is full-time, 35 hours per week with a yearly salary range of \$67,272.00 - \$103,302.00 plus benefits. 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.

## **Typical Work Duties Include:**

- 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.

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

## **Chautauqua County Offers A Comprehensive Benefits Package Which Includes:**

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|---|-----------------------------|
| - Health Insurance (including Dental & Vision plan)       | - 13 Paid Holidays          |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time      |
| - Personal Days   |                             |
| - NYSLERS Pension   | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness    | - Wellness Program          |

**Must Meet 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.

**Application Process:** Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: [chqgov.com](http://chqgov.com) and **return it along with copy of degree/transcripts**, to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including signature) to [Countyemploy@chqgov.com](mailto:Countyemploy@chqgov.com)

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