

## **ASSISTANT MENTAL HEALTH SYSTEMS SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position in the Ulster County Department of Mental Health primarily responsible for assisting with clinical and/or administrative inter-agency and inter-departmental coordination of services. This position may provide assistance with the monitoring and oversight of programs and deliverables for New York State Office of Mental Health (OMH), Office for Alcoholism and Substance Abuse (OASAS) and Office for People with Developmental Disabilities (OPWDD); participate in the coordination of Single Point of Access (SPOA); suicide prevention and other related activities. This position is supervised by the Mental Health Systems Specialist and works collaboratively with agencies that provide residential, case management, mental health, substance abuse and developmental disability services; State agencies and County departments with leeway for independent judgment. Supervision may be exercised over the work of subordinate personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists with the coordination of and provides connection to services and case planning for adults and/or children, for clinical and administrative services provided by various agencies and departments;

Assists with the coordination of SPOA activities as well as generates and maintains SPOA correspondence;

Participates in SPOA activities to ensure appropriate level of care assignment;

Organizes referrals and maintains calendar for all meetings associated with SPOA;

Participates in suicide prevention and may coordinate suicide prevention activities;

Assists the Mental Health Systems Specialist in accomplishing the activities of that position;

Advises the department regarding system issues related to access, trends and service delivery;

Acts as liaison between the department and other organizations;

Attends and participates in departmental activities as directed;

Assists in the monitoring and evaluation of contracts with other agencies and service providers as directed;

Monitors programs and organizations for contract and licensing compliance;

Utilizes tracking systems as needed;

Organizes committees as needed;

Attends meetings as needed;

May participate in activities related to services for adults and/or children as needed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of adult and child services and planning of services; good knowledge of the principles and practices of prevention, treatment, and wellness services and the principles of recovery and resiliency in mental health; working knowledge of community mental health, developmental disability and probation services; working knowledge of community resources; working knowledge of computer programs as they apply to mental health services; ability to assist in organizing, overseeing and coordinating mental health care management services; ability to assist in coordinating planning across departments and agencies; ability to prepare case summaries; ability to work cooperatively with other agency staff; ability to maintain confidentiality; initiative; good judgment; tact.

**MINIMUM QUALIFICATIONS:**

- A. (1) Graduation from a regionally accredited or New York State registered college or university with a Doctoral Degree in Clinical Psychology. The doctoral degree must have been granted on the basis of completion of a program of psychology registered with the New York State Department of Education or the substantial equivalent thereof, in accordance with the New York State Commissioner of Education's regulations; **AND**
  - (2) Current licensure as a Psychologist issued by the New York State Department of Education; **OR**
- B. (1) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work; **AND**
  - (2) Current licensure as a Licensed Clinical Social Worker (LCSW) issued by the New York State Department of Education; **AND**
  - (3) Two (2) years of post licensure clinical experience in adult or child services within a community mental health, social services, residential treatment, or inpatient setting; **OR**
- C. (1) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Nursing; **AND**
  - (2) Current licensure as a Registered Professional Nurse issued by the New York State Department of Education; **AND**

(3) Two (2) years of post licensure clinical experience in adult or child services within a community mental health, social services, residential treatment, or inpatient setting;  
**OR**

D. (1) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in human services or one of the behavioral sciences;  
**AND**

(2) Three (3) years of clinical experience in human or social services within an adult or child community mental health, social services, residential treatment, or inpatient setting.

**Special Requirement:** At time of appointment, and throughout employment in this title, candidates must possess a valid New York State driver's license.

ULSTER COUNTY  
0423 AST MH SS  
Classification: Competitive  
Grade: 17  
Union: CSEA

Adopted: November 17, 2016  
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