

COMMUNITY EDUCATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class engages in community relations and education activities designed to make the public aware of the effects of mental illness, intellectual disability, drug abuse and alcohol abuse, the needs of those afflicted, and the mental health services available in the community. The employee also has responsibility for organizing and implementing training programs for paid and volunteer employees engaged in the provision of mental health services. The position requires an effective public speaker and someone with a good knowledge of and a strong interest in the problems and needs of substance abusers, those afflicted with mental illness or those with an intellectual disability. The work is performed under general supervision of a higher level employee with considerable leeway allowed for the use of independent judgment. Supervision may be exercised on occasion over the work of others. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative example 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.

Develops and implements a public education program in conjunction and cooperation with community organizations, hospitals, health professionals, schools, faith communities, civic organizations, local businesses and government agencies;

Organizes and implements training programs for paid and volunteer staff of community organizations, hospitals, health professionals, schools, faith communities, civic organizations, local businesses and government agencies;

Organizes and implements training programs and resources specifically designed for parents;

Prepares and delivers talks on mental health matters;

Prepares newspaper articles, brochures, flyers, radio spots and other informational materials;

Designs and facilitates a comprehensive strategic plan supported by community wide work plans to address local needs and conditions related to substance abuse and mental health;

Assists and facilitates local community coalition, along with its workgroups and subcommittees to build infrastructure and capacity around emerging substance abuse and mental health issues;

Works with mental health and treatment providers, as well as local government agencies to enhance access and reduce barriers to services, thereby improving utilization rates;

Serves as a referral resource for parents and community members grappling with mental health issues and substance use disorders among their family members;

Provides information, education and training pertaining to evidence based prevention practices and resources utilized within the Prevention Continuum of Care Model.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the problems and needs of substance abusers, those afflicted with mental illness or those with an intellectual disability; good knowledge of services available to substance abusers and those afflicted with mental illness or those with an intellectual disability; good knowledge of public education and relations techniques; good knowledge of employee training techniques; ability to develop and maintain effective working relationships with others; ability to prepare and deliver interesting and informative talks on the subject of mental health; ability to prepare interesting and informative literature on mental health matters; ability to communicate effectively both orally and in writing; detail oriented; good judgment; initiative; tact.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree from a regionally accredited or New York State registered college or university in Psychology, Social Work or related field and one (1) year of experience providing clinical, consultation or educational services in the mental health field; **OR**
- B. Possession of a Bachelor's Degree from a regionally accredited or New York State registered college or university in Psychology, Social Work or related field and two (2) years of experience as described in A above; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY
1485 CMM ED CD
Classification: Competitive
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Adopted: March 9, 2017