

COMMUNITY EDUCATION SPECIALIST

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 problems of mental illness, mental retardation, 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 a training program for paid and volunteer employees engaged in 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 and those afflicted with mental illness or retardation. The work is performed under general supervision with the employee allowed wide leeway and initiative in getting the work done. 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, schools and governmental agencies;

Organizes and implements a training program for paid and volunteer staff of community organizations, hospitals, schools and government agencies;

Prepares and delivers talks on mental health matters;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the problems and needs of those afflicted with mental illness or retardation and substance abusers; good knowledge of services available to the mentally ill, mentally retarded and to substance abusers; good knowledge of public education and relations techniques; good knowledge of employee training techniques; skill in developing and maintaining 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; organizational ability; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

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

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C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY

1490 CMM ED SP

Classification: Competitive

Grade: 16

Union: CSEA

Adopted: February 20, 1981