

COURT NAVIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional clinical and administrative position that oversees the Community Support Division within the Department of Mental Health. This position is chiefly tasked with the responsibility for providing program participants with basic information about the court process and education on court terms. Administrative duties involve the development and maintenance of the programs within the division under the general supervision of a higher-level employee. The incumbent has responsibility for providing ongoing training and consultation about navigator services and available state and local behavioral health resources. Clinical duties include conducting initial screenings to assist with referrals to mental health services, addiction services, treatment programs, and community resources based on their needs and circumstances ensuring that clients' needs are accurately assessed and effectively treated. Incumbents maintain accurate records of clients served, interventions, and outcomes. Supervision is exercised over professional and paraprofessional staff within the Community Support Division. 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.

Directs the clinical and administrative activities within the assigned division;

Provides direct supervision to the staff of the Community Support Division;

Provides participants with basic information about the court process and education on court terms;

Provides on going training and consultation about navigator services and available state and local behavioral health resources to various criminal system stakeholders and behavioral health agencies to increase referral opportunities;

Conducts initial screenings to assist with referrals to mental health and/or substance use disorder treatment services and to determine if a more comprehensive evaluation is needed;

Connects individuals with appropriate mental health services, addiction services, treatment programs, and community resources based on their needs and circumstances;

Connects participants to resources for shelter, food, or other health-related social needs; as needed, aid and/or refer for completion of applications for social services benefits;

Coordinates with OMH Diversion Center to discuss system issues and develop innovative solutions to barriers;

Develops and maintains a comprehensive resource guide of appropriate local behavioral health and social services to assist with matching individuals with the best resources to promote health, wellness, and recovery;

Enters data on program referrals, participant demographics, interventions, and outcomes into the OMH Diversion Center Navigator data collection system and other data management systems as needed;

Facilitates communication and collaboration with existing providers, stakeholders, and state agencies on mental health service related issues;

Follows up with referred individuals and community providers to ensure seamless transition and engagement in services. If individuals are not attending treatment, continues to encourage participation and where possible, resolves potential barriers;

Maintains accurate records of clients served, interventions, and outcomes;

Prepares reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge, within the professional discipline of the incumbent, of the principles, methods, procedures and practices of mental health therapy; thorough knowledge of the services offered in the community such as continuing treatment services, and crisis intervention; good knowledge of the community support system and resources available; good knowledge of the behavioral health system of care and criminal justice system; good knowledge of supervisory and management skills; working knowledge of addiction and intellectual/developmental disabilities; ability to work with the Serious Mental Illness (SMI) population; ability to maintain records and prepare narrative reports, statistical reports and general correspondence; ability to communicate effectively, both orally and in writing with other departmental staff and the community; sound professional judgment; tact.

MINIMUM QUALIFICATIONS: Possession of a Master's Degree in Social Work or related field and two (2) years of full-time paid or its part-time equivalent experience in direct mental health assessment and treatment which included or was supplemented by one (1) year of direct supervision of mental health professionals in a behavioral health setting; **AND EITHER**

- A. Current licensure as a Licensed Clinical Social Worker (LCSW) by the New York State Department of Education; **OR**
- B. Current licensure as a Licensed Mental Health Counselor issued by the New York State Department of Education.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY

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Classification: Competitive

Grade: 20

Union: CSEA

Adopted: January 28, 2025