

## 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 clinical and/or administrative inter-agency and inter-departmental coordination of services. This position may be responsible for County Planning for New York State Office of Mental Health (OMH), Office for Alcoholism and Substance Abuse Services (OASAS) and Office for People With Developmental Disabilities (OPWDD); coordination and oversight of Single Point of Access (SPOA); suicide prevention and other related activities. This position is supervised by the Local Government Unit (LGU) Program Supervisor 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.

Coordinates and provides connection to services and case planning for adults and/or children, for clinical and administrative services provided by various agencies and departments;

Coordinates SPOA activities as well as generates and maintains SPOA correspondence;

Oversees SPOA activities to ensure appropriate level of care assignment;

Develops and implements utilization methodologies and participates in Utilization Review and recertification for services accessed via SPOA;

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

Participates in suicide prevention and may coordinate suicide prevention activities;

Assists the LGU Program Supervisor 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;

Participates in the development, monitoring, evaluation and oversight of contracts with other agencies and service providers as directed;

Monitors programs and organizations for contract and licensing compliance;

Develops and maintains a tracking system as needed;

Organizes and chairs committees as needed;

Attends meetings as needed;

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

May coordinate and complete county plan for OMH, OASAS and OPWDD.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Thorough knowledge of adult and child services and planning of services; thorough knowledge of the principles and practices of prevention, treatment, and wellness services and the principles of recovery and resiliency in mental health; good knowledge of community mental health, developmental disability and probation services; good knowledge of community resources; working knowledge of computer programs as they apply to mental health services; ability to organize, oversee and coordinate mental health care management services; ability to coordinate planning across departments and agencies; ability to prepare case summaries as well as outcome reports for administrative purposes; ability to provide leadership; initiative; good judgment; tact; ability to work cooperatively with other agency staff.

**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; **AND**
- (3) One (1) year of post licensure clinical experience including or supplemented by one (1) year of clinical experience in adult or child services in community mental health, social services, residential treatment, or inpatient settings and one (1) year working in an administrative capacity; **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 (LMSW or LCSW) issued by the New York State Department of Education; **AND**
- (3) Three (3) years of post licensure clinical experience, including or supplemented by two (2) years of clinical experience in adult or child services in community mental health, social services, residential treatment, or inpatient settings and one (1) year working in an administrative capacity; **OR**

- C. (1) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Nursing or a health or mental health related field; **AND**
- (2) Current licensure as a Registered Professional Nurse issued by the New York State Department of Education; **AND**
- (3) Three (3) years of post licensure clinical experience including or supplemented by two (2) years of clinical experience in adult or child services in community mental health, social services, residential treatment, or inpatient settings and one (1) year working in an administrative capacity; **OR**
- D. (1) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in human or social services discipline; **AND**
- (2) Four (4) years of clinical experience, in a human or social services discipline including or supplemented by one (1) year of clinical experience in adult or child services in community mental health, social services, residential treatment, or inpatient settings and one (1) year working in an administrative capacity.

**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  
4332 MH SYS SP  
Classification: Competitive  
Grade: 19  
Union: CSEA

Adopted: November 17, 2016  
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