

MENTAL HEALTH SYSTEMS SPECIALIST- ADULT SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position in the Ulster County Mental Health Department primarily responsible for clinical and administrative inter-agency and inter-departmental coordination of services for adults. The employees in this position coordinate and oversee Single Point of Access/Accountability (SPOA) activities. This position is supervised by the Local Government Unit (LGU) Program Supervisor and works collaboratively with residential, case management, Mental Health, MR/DD, Substance Abuse, other 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 a connection to services and case planning for adults, for clinical and administrative services provided by various agencies and department;

Coordinates SPOA (Single Point of Access/Accountability) activities as well as generating and maintaining SPOA correspondence;

Oversees SPOA for Mental Health case management, matching case management to program type;

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

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

Assists the Local Government Unit (LGU) Supervisor in accomplishing the activities of that position;

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

Acts as liaison between Ulster County LGU and other organizations;

Attends and participates in the LGU's activities as directed;

Participates in the development, monitoring and oversight of contracts and agreements 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;

Participates in the budget process as needed;

May participate in activities related to services for adults as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of adult 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, DDSO, and probation services; good knowledge of community resources; working knowledge of computer programs as they apply to mental health services; ability to organize, direct and coordinate mental health case 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 year of post licensure clinical experience including or supplemented by one year of clinical experience in adult services in community mental health, social services, residential treatment, or inpatient settings; **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) Three (3) years of post licensure clinical experience including or supplemented by two (2) years clinical experience in adult services in community mental health, social services, residential treatment, or inpatient settings; **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, including or supplemented by one year of clinical experience in adult services in a community mental health, social services, residential treatment, or inpatient setting; **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 clinical experience in adult services in community mental health, social services, residential treatment, or inpatient settings; **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 year of clinical experience in adult services in community mental health, social services, residential treatment, or inpatient settings.

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
4331 MH SS AS
Classification: Competitive
4334 MHSSAS HLP
Classification: Non-Competitive
Grade: 19
Union: CSEA

Adopted: April 8, 2008
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