

OFFICER WELLNESS CARE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position within the Sheriff's Office is part of the Ulster County Officer Wellness team which works closely with the community, first responders and law enforcement to follow up on first responder case management referrals. The work involves coordinating systems level care and advocacy for first responders and families impacted by personal crisis, mental, social and/or emotional trauma. An employee in this class is also responsible for organizing first responder outreach efforts with the purpose of providing resources, mental health education, and public awareness. The work is performed under the general supervision as designated by the Sheriff's Office with considerable leeway allowed for the use of independent judgment. Supervision of other staff is not a function of this position. 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 systems level of care and advocacy for first responders impacted by personal crisis, mental, social and emotional trauma;

Conducts on-site and/or field-based outreach, engagement, re-engagement and navigation services to include housing, employment, financial, and other needs identified;

Collaborates with existing mental health treatment, recovery, and prevention programs;

Organizes community level outreach efforts such as education and community conversations and forums, etc.;

Maintains accurate and timely data entries and notes, to document all contact encounters with individuals;

Develops and submits accurate reports regarding program activities, referrals, clients served, caseload, retention rates, and other information as needed;

Attends community meetings, county task force meetings and work groups to represent the program;

Links individuals to available housing, community resources and social services programs;

Works with private, voluntary and other public agencies to identify the availability of mental health related community services;

Keeps informed of latest developments and resources in the field;

Participates in meetings with the ORACLE Team, SAFE Team and Anti-Violence Effort Response Team.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of community resources as well as the causes, effects

and symptoms of mental illness as well as mental health treatment and recovery; good knowledge of services provided by the agency, national first responder wellness resources, mental health, vocational and social service providers in the area, as well as other community resources available to first responders and families impacted by mental illness; good knowledge of services available through state and local agencies; good knowledge of public education and community outreach techniques; working knowledge of the principles and practices of program administration; ability to establish and maintain rapport with first responders and their families; ability to communicate effectively both orally and in writing; ability to identify positively with people; ability to relate; ability to maintain records and prepare narrative reports, statistical reports and general correspondence; good organizational skills; sound professional judgment; tact.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Social Work, Criminal Justice, Sociology, Mental Health Counseling, Psychology or closely related field; **OR**
- B. Possession of a Bachelor's Degree in Social Work, Criminal Justice, Sociology, Mental Health Counseling, Psychology or closely related field and one (1) year of first responder experience **OR** one (1) year of full-time paid or its part-time equivalent, experience in mental health crisis intervention, social work, case management or community-based outreach work in a recognized agency adhering to acceptable standards; **OR**
- C. Possession of an Associate's Degree in Social Work, Criminal Justice, Sociology, Mental Health Counseling, Psychology or closely related field and three (3) years of first responder experience **OR** three (3) years of full-time paid or its part-time equivalent, experience in mental health crisis intervention, social work, case management or community-based outreach work in a recognized agency adhering to acceptable standards; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and five (5) years of first responder experience **OR** five (5) years of full-time paid or its part-time equivalent, experience in mental health crisis intervention, social work, case management or community-based outreach work in a recognized agency adhering to acceptable standards.

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.

Special Requirement: Possession of a valid New York State driver's license.

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ULSTER COUNTY

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Classification: Competitive

Union: UCSEA

Adopted: November 17, 2025