

PROJECT MANAGER (MENTAL HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: This professional position within the Department of Mental Health will lead Ulster County's effort to reduce opioid and suicide fatality. This work will be a continuation of the participation in the New York State HEALing Communities Study which tests the impact of an integrated set of evidence-based practices across healthcare, behavioral health, justice and other community-based settings. The incumbent is responsible for identifying and providing updates on all organizations, regulations, policies, programs and initiatives related to opioid use. Additionally, the scope of work will broaden to include similar activities. The work is performed under the direct supervision of the Commissioner of Mental Health with progressive leeway allowed for the exercise of independent judgment. Supervision is exercised over the work of the Data Surveillance Coordinator and other subordinate staff as necessary. 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 does 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.

Identifies and provides updates on all organizations, regulations, policies, programs and initiatives related to opioid use and suicide;

Coordinates, in collaboration with the Ulster County Opioid Strategic Action Leadership Team, all communication with local partners and other related agencies and partners;

Supervises the Data Surveillance Coordinator, oversees collection and conducts quality control of data related to fatal and non-fatal opioid overdose, access to and utilization of naloxone and medication for opioid use disorder (MOUD), and suicide in the county;

Works with Commissioner of Mental Health and community coalition to support and enhance a network of integrated care continuum and prevention partners;

Works with Commissioner of Mental Health and coalitions to implement a continuum of evidence-based opioid overdose and suicide prevention, treatment and care interventions;

Monitors progress of county towards achieving milestones and prepares reports of activities in the county;

Oversees all elements necessary including input of data and use of county dashboard by county staff and community coalition members to inform selection and optimization of interventions;

Supports coalition activities, including but not limited to maintaining contact lists, meeting scheduling, logistics coordination and general project support;

Manages administrative tasks related to project, as assigned;

Prepares reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the New York State HEALing Communities Study; good knowledge of county health service systems; good knowledge of current strategies related to opioid intervention and prevention; good knowledge of suicide prevention and interventions; good knowledge of the principles and practices of community organizations and work groups; working knowledge of principles of project management, such as the Project Management Book of Knowledge (PMBOK); ability to establish and maintain effective working relationships with others; ability to plan and supervise the work of others; ability to identify positively with people; ability to relate to a potentially difficult population; good organizational skills; perception and analysis; good judgment; initiative; resourcefulness; emotional maturity; tact; courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Public Health, Public Administration, Business Administration, Social Work or closely related field and two (2) years of experience in project/program administration and/or management; **OR**
- B. Possession of a Bachelor's Degree in Public Health, Public Administration, Business Administration, Social Work or closely related field and three (3) years of experience in project/program administration and/or management.

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.

ULSTER COUNTY
5148 PRJ MGR MH
Classification: Competitive
5149 PM MH HLP
Classification: Non-Competitive
NUMGT

Adopted: January 18, 2023