

STANDARDS COMPLIANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position involving responsibility for ensuring eligibility requirements for certification, state aid and Medicaid reimbursement governing mental health and substance abuse outpatient services as specified by the New York State Mental Hygiene Codes, Rules and Regulations. The work is performed under the general direction of the Director of Ulster County Mental Health with leeway allowed for the exercise of independent professional judgment in decision making. The incumbent will have direct responsibility for the activities of three mandated standing committees of the agency (Utilization Review, Quality Assurance and Incident Review) including the record maintenance of these committees. Supervision over others is not normally a function of this class. 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 preparation of a variety of documents required by the Office of Mental Health, including the recertification of applications for licensed programs, applications for service changes and annual report of program operations;

Develops, revises and interprets clinical procedures as prescribed by the Director;

Oversees all peer review, monitoring and clinical audit systems of the agency to ensure and maintain compliance and to correct deficiencies;

Recommends agency guidelines and procedures to meet certification standards of the State Mental Health Code, and issues specific directives to ensure awareness and compliance with these standards;

Directs (chairs) and records the activities of the Utilization and Incident Review Committees;

Oversees the activities of the Quality Assurance Committee and reviews clinical services against standards to recommend staff training or procedural changes to improve service quality;

Advises the Statistics/ Medical Records Team in the selection of cases for peer review by the Utilization and Quality Assurance systems and for medical records audit;

Coordinates the activities of the Program Supervisors in the preparation of certification or renewal applications;

Plans and coordinates OMH site visits and follows through on correcting any deficiencies reported;

Works with the Director and Deputy Director(s) in developing and updating letters of agreement with other service providers;

Oversees the reporting of unusual incidents in all programs, and maintains records, reports and program certification manuals pertaining to same for State agencies;

Recommends procedures to minimize agency liability and risk to clients due to the nature of client illness (e.g., suicide, assault, overdose);

Plans, directs, coordinates, and oversees the development and training of staff, including orientation of new staff, for required clinical procedures and standards of the agency, including maintenance of client records;

Supervises the Records Technician (including assigning work, employee appraisals, approving leave requests, reviewing timesheets, etc.);

Participates on agency Task Forces to interpret standards as needed;

Works with the Director and Deputy Director for Administrative Services on decisions regarding personnel actions, including hiring and firing;

Conducts public information activities to advance the community's awareness of and involvement in mental health services;

Advises on policies regarding care and treatment of clients to protect the interests of the agency and client.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of performance standards for mental health professionals; good knowledge of the codes, rules and regulations pertaining to mental health and substance abuse outpatient programs; working knowledge of standards for mental health service delivery and clinical case record keeping; ability to recommend and develop clinical procedures; ability to establish goals and priorities; ability to conduct meetings and coordinate the work of others; ability to supervise the work of others; ability to prepare detailed written documents, reports and correspondence; ability to plan and supervise medical record review systems; ability to elicit staff cooperation and support; ability to interpret and understand complex clinical procedures; ability to interact effectively with others; tact; courtesy; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. 1. Possession of a Doctoral Degree in Clinical or Counseling Psychology from a regionally accredited or New York State registered college or university and possession of a license to practice psychology in the State of New York issued by the New York State Education Department; **AND**
- 2. One (1) year of clinical mental health experience at an administrative or supervisory level, or three (3) years of clinical mental health experience providing direct service to clients; **OR**

- B. 1. Possession of a Master's Degree in Social Work from a regionally accredited or New York State registered college or university, and New York State certification as a Certified Social Worker; **AND**
 - 2. One year of clinical mental health experience at an administrative or supervisory level, or three (3) years of clinical mental health experience providing direct service to clients; **OR**
- C. 1. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Nursing, and current licensure as a Registered Professional Nurse by the New York State Department of Education; **AND**
 - 2. One year of clinical mental health experience at an administrative or supervisory level, or three (3) years of clinical mental health experience providing direct service to clients; **OR**
- D. 1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nursing, and current licensure as a Registered Professional Nurse by the New York State Department of Education; **AND**
 - 2. Three (3) years of clinical mental health experience at an administrative or supervisory level, or five (5) years of clinical mental health experience providing direct service to clients.

ULSTER COUNTY
6940 STD CM CD
Classification: Competitive
Grade: 19
Union: CSEA

Adopted: September 10, 1986
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