

## **GENESEE COUNTY**

### **COORDINATOR OF SPOA/CCSI**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, developing, coordinating and evaluating the Single Point of Accessibility / Coordinated Consumer Services Initiative (SPOA/CCSI) programs operated or contracted by the Genesee County Legislature and its Local Governmental Unit (LGU).

Responsibilities shall include the development, coordination, and performance management of assigned programs including new state initiatives for adults with mental illness, for high risk children, youth and families, and the Assisted Outpatient Treatment Program. The incumbent in the position assists the Director of Clinical Services, or his/her designee, with needs assessment, program implementation, and quality management of these services. The employee may supervise the work of subordinate staff. The work is performed under the general direction of the Community Mental Health Director of Clinical Services and his/her designee. Leeway is allowed for exercise of independent judgment in carrying out details of the work. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

Coordinates and facilitates the initial assessments of individuals presenting for services;  
Supervises staff assisting in the collection of data, facilitation of case meetings, and presentation of service plans – such as the Case Facilitator;  
Collects and reports data onto the CAIRS system;  
Reviews plans for documentation of needs and further collection of needs during the meetings, and reports findings back to the group for intervention and assignment of tasks;  
Provides leadership in the identification of needs, and the development and implementation of appropriate programs;  
Insures coordination of services among existing and new programs within mental health and with other related services;  
Provides representation of coordination process in certain multi-departmental initiatives beyond the start-up phase;  
Evaluates the implementation of programs to determine if identified needs and stated objectives are being met;  
Consults with program agencies to determine impact of services provided to clients;  
Performs reviews to ensure that services provided meet appropriate standards;  
Implements and maintains management information systems for monitoring and evaluation of programs;  
Consults with and reports to the Director of Clinical Services or designee on all aspects of the job;  
Attends meetings to provide reports and background information relating to the program and process.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the services and functions of community based outpatient psychiatric services and particularly the role of the County government in the system; Good knowledge of long range and short range objectives and priorities of the NYS Mental Hygiene Department; Good knowledge of legislation, regulations, current problems and professional standards in the fields of mental health, developmental disabilities, and alcohol and substance abuse; Ability to evaluate and recommend changes and improvements of programs providing mental hygiene services; Ability to work well with providers and consumers of mental hygiene services at all levels; Ability to analyze and interpret program and statistical data; Ability to prepare complex written reports; Tact and courtesy; integrity; good judgment.

The physical demands described here are representative of those that must be met by an employee to successfully perform and essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus and make visual observation of clients.

The work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MINIMUM QUALIFICATIONS:** EITHER

- A. Possession of a Master's Degree in Social Work, Social Science, Psychology, Public Administration, or related field and two (2) years of full-time paid experience in the mental hygiene or related human services field,
- OR:
- B. Possession of a Bachelor's Degree in Social Work, Social Science, Psychology, Public Administration, or related field and three (3) years of full-time paid experience in the mental hygiene or related human services field.

**NOTE:** Your degree must have been awarded 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.

Competitive Class

Adopted 11/2/06

Revised 11/18/25

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.