

## CLINICAL PROGRAM COORDINATOR II

211-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordinating and overseeing one of the larger out-patient departmental programs providing mental health and/or drug/alcohol services through the Department of Community Services. In addition to providing direct administrative and supervisory oversight to the program, the incumbent will be responsible for coordinating the delivery of clinical services by the professional staff. Supervision is exercised over a large staff, including both professional staff and support staff. Work is performed under the direct supervision of the Executive and Deputy Directors of the agency and in accordance with established policies and procedures.

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.*

Participates directly in the creation, implementation, and interpretation of program and agency policies and procedures;

Contributes to the development of the program's budget and the creation of the Department budget;

Assists in the preparation of reports regarding budget expenditures and other fiscal analyses,

as well as reports concerning demographics, financial and other statistical data with regard to clients of the out-patient program, and makes recommendations for programmatic/staff adjustments as a result of analysis of program and Department information;

Coordination and supervision of the day-to-day activities of a large out-patient program (e.g., 12 or more FTEs);

Provides professional supervision of all staff assigned to the program;

Coordinates the activities of the outpatient program with other outpatient programs or services both within the agency, Division, and with agencies in and out of the County;

Reviews all clinical records to assure that the records are up to date and of acceptable professional quality;

Participates in informal and educational community outreach activities to further community knowledge regarding the outpatient program specifically and the Department generally;

Participates in formal interventions with clients, using specific assessments or intervention techniques to provide support, improve client functioning, or to bring about changes in the presenting needs of clients and their support groups;

Provides supervision of staff, including annual evaluations;

Provides periodic training for program and Department staff;

Acts as a team leader in case conferences designed to discuss the diagnosis and treatment of clients in conjunction with rehabilitation services;

Oversees in the arrangements of specific services for clients insuring proper coordination of human services to monitor client response to treatment modalities;

Coordinates program initiatives with other governmental and private agencies.

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

**CHARACTERISTICS:** Thorough knowledge and understanding of the symptoms, causes, characteristics, and treatment methods associated with various psychiatric disorders, mental retardation and developmental disabilities, and alcoholism or substance abuse; thorough knowledge of clinical social work or clinical psychological concepts, theories, principles, and practices in the

context of services provided through a community mental and behavioral health program/agency ; thorough knowledge of the functioning community of mental and behavioral health and related human or health care facilities and the scope of service provided therein; good knowledge of administration and management functions involved in directing an organizational segment; including such functions as planning, organizing, coordinating, budgeting and supervising; working knowledge of the basic principles and terminology related to the functioning of community mental and behavioral health and related human service facilities and the scope of services provided; ability to organize, direct and coordinate the activities and services provided through the outpatient program and Department; ability to prepare technical and informational data in written, electronic and oral formats, for administrative use; ability to plan and supervise the work of others, including providing clinical and administrative supervision to other professional staff; ability to understand and interpret governmental and agency regulations, policies, and directives; ability to express oneself clearly both orally and in writing; ability to follow both oral and written instruction; ability to operate a personal computer utilizing basic software programs; ability to establish rapport with client population being served; and ability to relate to people from a variety of socioeconomic groups.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Licensed Clinical Social Worker with three (3) years' experience in the supervision of Licensed Master Social Workers or Licensed Clinical Social Workers; or
- B) Doctorate in Psychology, Marriage and Family Counseling or Pastoral Counseling with licensure to practice in New York State and three (3) years' experience in supervision of a clinical practice.

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