

COMMUNITY SERVICES PLANNING AND OUTREACH COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible primarily for coordinating the behavioral health promotion efforts of the Department of Community Services and Local Government Unit (LGU). A substantial portion of the incumbent's duties shall include collaborating directly with Department of Community Services/LGU and responsibility for researching, planning, implementing and evaluating community behavioral health initiatives and programs to improve the behavioral health and wellness of the community. Work is performed under the supervision of the Deputy Commissioner of the Division of Health and Family Services and Local Government Unit (LGU), with wide leeway for using independent judgment in accomplishing objectives.

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.*

Coordinate the behavioral health promotion activities of the departments within the Sullivan

County Department of Community Services and Local Government Unit;

Collaborate with community partners and key staff in the Department to support community

behavioral health initiatives;

Researching, evaluating, and planning of behavioral health initiatives and programs;

Develop and implement programs and initiatives that aim to promote behavioral health and

wellness in the community;

Assist Community Services, Local Government Unit (LGU), and other community partners in

assessing the needs of the community and planning and prioritizing interventions;

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Research and prepare grant applications in partnership with respective County and community organizations;

Represent the Department and the County at local behavioral health promotion and behavioral health planning activities;

Serve on assigned project teams and with other organizations as needed;

Manage special projects, programs, and initiatives as assigned; and

Build relationships between the Department/LGU and other local agencies aiming to improve community behavioral health.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of behavioral health principles, practices and administration; good knowledge of community agencies, facilities, and services which may be utilized in accomplishing program objectives; good knowledge of techniques used to assess community health needs; ability to gather information, evaluate data, and make appropriate inferences; understanding of the interplay of physical, emotional, and social components of behavioral health; ability to establish good working relationships with others; ability to seek out the resources needed to implement behavioral health initiatives in the community; ability to evaluate the effectiveness of community behavioral health initiatives on improving community mental health and substance use health; ability to prepare and maintain written reports and/or records; and ability to communicate clearly and effectively, both orally and in writing.

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(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree or higher; or

(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher, and two (2) years of work experience in any field related to community development, service or improvement.

NOTE: Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive

Public Hearing:

NYS Civil Service Commission Approval:

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