

## **COORDINATOR OF CONTINUING DAY TREATMENT PROGRAM**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordinating the overall functioning of the Continuing Day Treatment (CDT) program in the County Community Service Department. In addition to providing direct administrative and supervisory oversight of the program, the incumbent will be responsible for managing the delivery of clinical day treatment services by the professional staff. Work is performed under general administrative direction in accordance with established policies and procedures. Supervision is exercised over a small professional staff.

### TYPICAL WORK ACTIVITIES:

Management and supervision of the day-to-day activities of the Continuing Day Treatment program;

Provides professional supervision of all staff assigned to the program;

Plans and schedules work for subordinates;

Interprets and implements agency policy & procedures;

Prepares reports regarding demographics, financial and other statistical data with regards to clients of the Continuing Day Treatment program and makes recommendations for programmatic/staff adjustments as a result of analysis of reports;

Coordinates the activities of the Continuing Day Treatment program with other outpatient programs or services;

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

Develops and recommends policies with respect to program operation and service delivery;

Participates in informational and educational community outreach activities to further community knowledge regarding the CDT program;

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

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

Coordinating the activities of the CDT programs with other outpatient programs or services;

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

Participating in informational and educational community activities to further community knowledge about issues related to psychiatric rehabilitation;

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Thorough knowledge and understanding of the symptoms, causes, characteristics, and treatment methods associated with various psychiatric disorders, mental retardation and development disabilities, an alcohol or substance abuse; thorough knowledge of clinical social work concepts, theories, principles and practices in the context of services provided through a community mental and behavioral health program; thorough knowledge of the functioning of community mental and behavioral health and related human or health care facilities and the scope of services provided; good knowledge of administration and management functions involved in directing an organizational segment, including such functions as planning, organizing, coordinating, and supervising; ability to organize, direct and coordinate the activities and services provided through the CDT program; ability to prepare technical and informational data for administrative use; ability to plan and supervise the

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work of others, including providing clinical and administrative supervision to other professional staff; ability to understand and interpret regulations policies, and directives; ability to acquire a working knowledge of the basic principles and terminology related to the occupation and activity therapy program in a health care facility; ability to express oneself clearly both orally and in writing; ability to follow both oral and written instruction; ability to establish rapport with client population being served; and ability to relate to people from a variety of socioeconomic groups.

#### MINIMUM QUALIFICATIONS:

A Master's Degree in Social Work from a graduate school of social work approved by the New York State Department of Education, and two years of paid social work experience in a community mental health or behavioral health program.

#### SPECIAL REQUIREMENT(S) FOR APPOINTMENT:

*At the time of appointment, candidates must be eligible to take the New York State Education Department examination for certification as a Social Worker. Certification must be obtained within one year of appointment to this position.*

**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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Last Reviewed: 3/14/00  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 1/26/2023  
Revised and Replaced in Classplan: 12/27/2024 (Edu)