

## **COORDINATOR OF REHABILITATION SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for managing and overseeing the Intensive Psychiatric Rehabilitation and Treatment program in the Sullivan County Community Services Department. In addition to providing direct administrative and supervisory oversight of the program, the incumbent will be responsible for managing the delivery of rehabilitative services by the professional staff and a client participatory retail store or canteen. 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 day to day activities of the Intensive Psychiatric Rehabilitation and Treatment program;

Participation in formal rehabilitative interventions with clients, using specific assessment or intervention techniques;

Provides professional supervision of all staff assigned to the program;

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

Coordinates the activities of the Intensive Psychiatric Rehabilitation and Treatment program with other outpatient programs or services;

Develops and recommends policies with respect to all aspects of the Intensive Psychiatric Rehabilitation and Treatment program operations and service delivery;

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

Coordinates various activity and treatment programs with other social agencies;

## **COORDINATOR OF REHABILITATION SERVICES**

### **Page 2**

Monitors client response to treatment modalities in conjunction with rehabilitation services;

Assesses individual staff productivity, including but not limited to units of service and revenue production for the program;

Reviews all Intensive Psychiatric Rehabilitation and Treatment program clinical records to assure that the records are up to date and of acceptable professional quality, assuring that the program is in compliance with all appropriate regulatory requirements.

Supervises subordinate employees in all aspects of personnel issues, including counseling sessions;

Participates in informational and educational activities to disseminate information concerning the Intensive Psychiatric Rehabilitation and Treatment program.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of interviewing principles, practices and techniques; good knowledge of the symptoms, causes, characteristics, prognoses, and treatment methods associated with mental and developmental disabilities; ability to effectively interview individuals for the purpose of obtaining useful case management information; ability to organize work effectively; ability to plan and supervise the work of others; ability to interpret federal, state and local laws affecting the medical and health programs; ability to express oneself clearly and concisely, both orally and in writing; ability to exercise personal discretion and sound judgment especially when dealing with the public; integrity and good judgement; sensitivity to cultural diversity issues and to persons contending with mental or developmental disabilities; and ability to get along well with others.

## COORDINATOR OF REHABILITATION SERVICES

### Page 3

#### MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in psychology, sociology or other behavioral sciences field and three years of experience in increasing responsibility in a community mental health or behavioral health program;
- (B) Possession of a Bachelor's Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in psychology, sociology or other behavioral sciences field, and five years of experience in increasing responsibility in a community mental health or behavioral health program;
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

*Note: Behavioral Science is a sub-set of social sciences including such majors as psychology, sociology, counseling, social work, anthropology, or similar fields. The social sciences are those sciences concerned with human beings living in relation to others in a social environment. The social sciences include study in such things as the behavioral sciences, economics, history, political science, geography, etc. For the purpose of this specification, only a degree in behavioral sciences will be considered as qualifying experience.*

**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.