

## **SENIOR COMMUNITY SERVICES COORDINATOR**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning and coordinating one or more major service components of the County Community Services Department. Incumbent will also provide supervision and direction to other coordinators performing similar duties. Employees in this class become thoroughly familiar with the requirements and practices used in providing services to a specific program component such as Developmental Disabilities, Mental Health, Care Management, Alcohol and Drug Abuse, or other service component of the Community Services Department. Work is performed under general supervision with leeway for independently performing most duties. The duties will involve significant interaction with other staff to insure that program planning and the coordination of the service system are being accomplished in an acceptable manner.

### TYPICAL WORK ACTIVITIES:

Provides supervision and direction to other Community Services Coordinators;

Develops the local government plan for Developmental Disabilities, Mental Health, Addiction Services, or other service component of the Community Services Department;

Writes proposals for submission to state and federal agencies;

May implement and oversee specific program services, including supervision;

Conducts needs assessments with regard to the Developmental Disabilities, Mental Health,

Addiction Services, or other service component of the Community Services Department;

Monitors the programmatic requirements for contracts and letters of understanding which the department has with state and federal agencies;

Acts as liaison with other agencies involved in some aspect of the delivery of service for the

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specified service component;

May serves on one or more committees in the role of an expert on the assigned service component;

Coordinates activities of the assigned service component with services offered by other agencies.

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

**CHARACTERISTICS:** Thorough knowledge of the certification and program standards for the service component for which the employee is responsible; thorough knowledge of the principles, methods, procedures, and practices of psychiatric social work, of the functioning community mental health facilities and how to use them effectively with others; good knowledge of psychiatric disabilities, developmental disabilities, medical conditions, and treatments; ability to provide direction and supervision to other staff members performing similar work duties; ability to understand and interpret complex regulatory and planning information; ability to prepare technical and informational data for administrative use; ability to prepare, analyze, and evaluate reports; ability to provide instruction to others in meeting certification, planning and program requirements; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Three years of social work experience in a community mental health program, and possession of a current certificate or limited permit to practice social work in the state of New York. Only professional post-masters social work experience will be considered as qualifying experience.

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Last Reviewed: 03/15/01  
Jurisdictional Class: competitive  
Public Hearing: N/A  
New York State Civil Service Commission Approval: N/A

Revised and Placed in Classplan: 7/25/2023