



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



**Coordinator of Children's Services
\$21.08 per hour**

Full benefits package including NYS Retirement

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

MINIMUM QUALIFICATIONS: **Either**

- 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 in Social Work OR Mental Health Counseling and one (1) year of full-time paid experience or its' part-time equivalent providing Children's mental health services including collaboration with public and non-public agencies; or
- B. Graduation regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Social Work or Mental Health Counseling and three (3) years of full-time paid experience or its' part-time equivalent providing Children's mental health services including collaboration with public and non-public agencies; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Seneca County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

APPLICATIONS MAY BE OBTAINED FROM AND RETURNED TO:

SENECA COUNTY PERSONNEL OFFICE,
1 DI PRONIO DRIVE, WATERLOO, NY 13165

Applications Accepted Up To:
May 15, 2017
Or Until Position Is Filled

FOR FURTHER INFORMATION, PLEASE SEE REVERSE SIDE.....

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for monitoring of all providers of Home and Community Based Waiver (HCBS) Children's Mental Health Services within Seneca County, including review of utilization and outcome data and regular meetings with all HCBS Children's providers; monitoring all providers of Children's Mental Health Services within the County; administering and managing a single point of accountability (SPOA) program, whose mission is to ensure service coordination of mental health services to high-risk children and families. The incumbent directs and facilitates the SPOA committee meetings to ensure a unified approach and case management planning. SPOA, which consists of various county departments/community agencies, cooperatively and collaboratively, works to develop a comprehensive service delivery. The Children's Services Director addresses and resolves issues that impede delivery of services that are required to meet family/youth-driven needs. This position is supervised by the Seneca County Director of Community Services with leeway for independent judgment allowed. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Exercises administrative direction of SPOA Committee;
Develops and recommends implementation of policies and procedures for SPOA program;
Exercises monitoring and oversight of Children's HCBS Waiver services within Seneca County, including review of utilization and outcome data and coordination of regularly scheduled review-meetings with HCBS providers;
Interfaces with other agencies and county officers to ensure coordination of services and continuity of care;
Engages in other activities to promote quality children's mental health care;
Prepares and maintains a variety of records and data.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of principles and practices of children's mental health services program planning, development and administration; Good knowledge of modern social work principles and practices; Good knowledge of the federal and state laws, rules, and procedures relative to providing children's mental health services; Good knowledge of community service agencies and programs; Ability to plan, organize, coordinate, administer, and evaluate the effectiveness of program plans and provisions related to mental health services; Ability to prepare operating reports, and a variety of other reports relative to program activities; Ability to communicate effectively both orally and in writing; Ability to establish and maintain effective working relationships with others; Ability to effectively utilize an Electronic Medical Record; Ability to effectively utilize computer programs (i.e. Word, Excel, PowerPoint) to make presentations; Physical condition commensurate with the demands of the position.

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