

## **ASSISTANT CLINIC COORDINATOR (COMMUNITY MENTAL HEALTH)**

**Distinguishing Features of the Class:** This is a professional position requiring direct clinical and administrative supervision of the professionals and para-professionals in a comprehensive mental health outpatient service. Administrative responsibilities include overall supervision of the outpatient services in the absence of the Clinic Coordinator, as well as other administrative tasks as assigned. The position provides clinical and general administrative support to the Clinic Coordinator. Does related work as required.

### **Typical Work Activities:**

- Assures that all individuals requesting services are responded to in a prompt, courteous, respectful manner.
- Coordinates the initial intake, screening and assessment of individuals requesting services, as directed.
- Directly provides clinical and administrative supervision of assigned professionals and paraprofessionals.
- Provides a limited amount of individual, group and family therapy to clients.
- Performs Corporate Compliance verifications ensuring that billable client visit documentation meets the regulatory requirements necessary for reimbursement.
- Records and tracks the rate of documentation errors per clinician for quality assurance purposes.
- Assures complete compliance with codes, rules, regulations, policies and procedures under his/her jurisdiction.
- Assists in the orientation, education and training of all staff assigned.
- Cooperates with efforts to increase the community's knowledge of the prevention of mental illness and treatment services available.
- Facilitates outreach efforts to ensure access to mental health services by all in need.
- Assists in identifying unmet mental health needs in the community.
- Cooperates with all quality assurance efforts.

### **Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

- Comprehensive knowledge of the principles, methods, procedures and practices of mental health treatment, of the functioning of community mental health facilities and the scope of services rendered, and of community resources and how to use them effectively;
- Ability to work effectively with others.
- Ability to organize, direct and coordinate outpatient services in a psychiatric clinic.
- Ability to prepare technical and informational data for administrative use.
- Ability to analyze and evaluate reports of staff workers and make sound decisions.
- Ability to provide professional leadership of a high order.
- Ability to plan and supervise the work of assigned professional and para-professional staff.
- Ability to organize and operate a program of training for new mental health staff and students.

### **Minimum Qualifications:**

Graduation from a regionally accredited or New York State registered college or university Master's program in Social Work and two years of full-time paid social work experience in a community mental health program and a current license to practice social work in the State of New York and one additional year of full-time paid experience involving the supervision of one or more persons engaged in social work.

06/10/2013

CLASS:       COMPETITIVE