

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 04/19/11

### **CLINICAL PROGRAM COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the County Mental Health and Substance Abuse Services Departments and involves responsibility to provide supervision of staff performing social work at an advanced professional level designed to help patients with social, emotional and related difficulties associated with their disabilities. The work involves supervising clinical staff assigned to an alcoholism, substance abuse or adult or children's program component providing the social work services at a clinic, counseling of difficult and/or unusual cases and for coordination with psychiatrists, psychologists and other social workers. An incumbent also provides direct patient management and has administrative responsibility for program development and service. The position involves the supervision of subordinate clinical or clerical staff. The work is performed under the supervision of the department head. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Plans and supervises work of other professional staff providing clinical services;  
Supervises and participates as a team member in individual, group and family therapy;  
Supervises the intake and screening of new patients, evaluating and diagnosing the patient and problems;  
Plans, organizes and proposes changes in clinical program functions;  
Oversees the implementation of departmental policies and regulations;  
Compiles case studies, recording pertinent information;  
Plans for the implementation of Utilization Review and Quality Assurance issues;  
Plans with the community mental health teams and with community agencies to relate patient treatment and rehabilitation program to their social situation prior to discharges;  
Collects and maintains appropriate data from various sources such as professional staff and patient's families to establish and overall approach to the solution of patient's mental and social problems;  
Maintains information on community and health resources which can be utilized during the patient's care and subsequent to their discharge;  
Provides clinical leadership and direction to the clinic program assigned;  
Participates in the process of transfer of patients to other levels of treatment as appropriate.

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

**CHARACTERISTICS:** Thorough knowledge of the principles, methods, techniques and practices of social work, thorough knowledge of the functioning of outpatient clinics and of community resources; ability to provide professional leadership and direction to a clinical team; ability to analyze and evaluate reports; ability to work effectively with a clinical team setting; ability to plan and supervise the work of other staff within unit.

**MINIMUM QUALIFICATIONS:** Possession of 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 (2) years of clinical social work experience in a **clinical social work setting\***; eighteen months of which must have been post-Master's Degree experience.

**\*NOTE:** Clinical social work setting is defined as any facility/agency in which individual, family and group treatment is provided directly to clients who are experiencing emotional difficulties, and further, that supervision is provided by an approved clinical professional (certified social workers, psychiatrist or licensed psychologist).

**SPECIAL REQUIREMENT:** Eligibility for an appropriate level New York State Driver's License at the time of application. Possession of a valid license at time of appointment. This license must be maintained throughout appointment.

Adopted: 02/23/89

Revised: 08/07/92, 10/01/96, 04/19/11