

Jurisdictional Class: Competitive  
EEO Category: Professional  
Adopted: 09/05/2019

### **ADULT SPOA-A COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional level work with responsibility for administrating the coordination of local governmental mental health services for high-risk/high-need adults. Administrative responsibilities include program development, planning and implementation of systems and processes to coordinate activities and services provided to individual clients, and to establish and maintain single point of access and provider accountability for such clients. Work is performed under the Director of Adult Mental Health Services. The incumbent performs related work as required.

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

Reviews and prepares adult clients' Mental Health ASPOA-A applications to determine appropriate level of case management and/or residential placement;  
Monitors status and maintains accurate records of SPOA program, referral data, and prepares reports and other documents as needed;  
Provides referral, administrative and technical advice and assistance to and between local government mental health agencies including Departments of Health, Social Services, Probation, Education, and Office for the Aging;  
Acts as department/program representative at meetings with agency personnel, community groups, etc.;  
Serves as departmental/program liaison to and between New York State departments;  
Manages adult client database;  
Complies and prepares reports, plans, and other administrative and database documents as required;  
Chair bi-monthly ASPOAA meeting;  
Prepare materials and all necessary documentation including attendance, agenda, and minutes.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of principles and techniques used in coordinating delivery of community services; Good knowledge of administrative procedures and techniques associated with budget, personnel, and other departmental processes; Ability to organize work effectively and to function independently; Ability to establish and maintain effective working relationships; Ability to work cooperatively with high level personnel; Ability to effectively use computer applications to produce reports, tables, charts, correspondence, etc.; Ability to communicate clearly and effectively, both orally and in writing to groups and individuals; Ability to deal effectively and objectively with clients of diverse socioeconomic backgrounds and mental health needs; Initiative; Tact; Confidentiality; Good judgment.

**MINIMUM QUALIFICATIONS:**

(A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Human Services or related field; **OR**

continued...

**MINIMUM QUALIFICATIONS (cont'd):**

- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Human Services or related field **AND** two years of experience in mental hygiene or a related human services field; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Human Services or related field **AND** four years of experience in mental hygiene or a related human services field.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.