

DEPARTMENT: MENTAL HEALTH
CLASSIFICATION: COMPETITIVE
APPROVED: 7/27/94

MENTAL HEALTH CORE PLANNER

DISTINGUISHING FEATURES OF THE CLASS: The work involves development and preparation of local government planning and giving direction and consultation to agencies which provide mental health services to Niagara County residents in need. Coordinates standards and guidelines for delivery of services to clients. Responsible for administrative review, ongoing consultation, program development, and evaluation of services in the County. The work includes coordination with agency staff, reviewing contracts and budgets to insure compliance with regulations and established policies and procedures. There is frequent contact with agency personnel and the community. Work is performed under the immediate supervision of the Director of Community Mental Health Services with wide leeway allowed for the use of independent judgment. Routine duties are performed in accordance with general directions regarding objectives, policies, and procedure. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Responsible for preparation, development, and implementation of comprehensive mental health local government plan documents;
2. Interprets laws, regulations, and policies to County-operated contract agencies;
3. Provides direction and consultation to agencies in developing their annual and long-term plans;
4. Plans and develops programs as needed;
5. Coordinates program standards and guidelines for agencies providing services;
6. Reviews agency programs and budgets;
7. Works with State and Federal agencies for development of new, or modification of existing programs;
8. Monitors agency operations to evaluate program effectiveness and assure compliance with local government unit staff;
9. Plans and coordinates the efforts of various agencies for the department to provide optimal system-wide service delivery;
10. Prepares analytical and administrative reports;
11. Meets and speaks to interested community groups and organizations;
12. Meets with consumer and family groups and coordinates systems issues into appropriate areas of planning, monitoring and evaluation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, and techniques of furnishing community mental health services in public and private programs; thorough knowledge of the laws, rules, regulations, and policies of Federal, State, and local governments relating to mental health; good knowledge of program planning and administrative practices and procedures; ability to coordinate the activities of community groups and individuals in the delivery of mental health services; good analytical skills; good oral and written communications skills; tact; industry; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma;

AND: 1. Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree in psychology, sociology, social work, or any other human services-related field and four (4) years of administrative level or supervisory experience which includes planning program development and departmental budget development and implementation in a public

agency;

- OR:** 2. Graduation from a regionally accredited or New York State registered approved college or university with a Master's Degree in psychology, sociology, social work, or business administration or any other human services-related field and two (2) years of experience as stated above.