

Substance Abuse Services Coordinator

The County of Schenectady is seeking an experienced and qualified individual for the position of Substance Abuse Services Coordinator. This position exists in the Schenectady County Office of Community Services and involves the responsibility for assisting agencies, county departments and other organizations in providing effective evidence based and best practice care to individuals dually diagnosed with mental health and substance abuse disorders. The incumbent in this position is responsible for assessing, improving and coordinating care for dually diagnosed individuals at both an individual and systems level. Direct supervision is received from either the Director of Community Services or the Behavioral Health Systems Administrator with a wide leeway given for carrying out the details of the work. The incumbent does related work as required.

Qualified candidates must possess thorough knowledge of community behavioral health system and services; thorough knowledge of dual diagnoses and related information; ability to effectively facilitate meetings; working knowledge of community resources available to help the public; strong verbal and written communication skills; good organizational skills, ability to prepare reports, and monitor contract compliance; strong interpersonal communication skills, and ability to establish and maintain cooperative relationships with others; good powers of observation and analysis; physical condition commensurate with the demands of the position.

Some of the duties of this position include:

- Studies, evaluates and makes recommendation to the Director of Community Services in regard to dual diagnoses services;
- Leads efforts to implement recommendations and service system improvements under the direction of the supervisor;
- Assists agencies, county departments and other community organizations with research and technical assistance regarding dually diagnosed individuals;
- Provides trainings to county departments, agencies and the community on dual diagnoses related information, including best practices, evidence based treatment and other topics.
- Facilitates integrated community based planning meetings on behalf of dually diagnosed individuals as needed;
- Facilitates the Dual Recovery Task Force and other community projects under the direction of the supervisor.
- Educates local agencies, the community and county departments regarding program implementation, best practices, and evidenced based programming related to dual diagnoses
- Educates local agencies and the community regarding changes within the behavioral health system such as Medicaid Redesign other relevant initiatives;
- Reports system barriers, problems and needs to management staff and works with the staff to develop approaches, solutions and make improvements;
- Develops and implements dual diagnoses and behavioral health initiatives under the direction of the supervisor.
- Assists in the development of local governmental plans for the behavioral health system.

- Represents the Office of Community Services at meetings with provider agencies, community groups, county departments and other meetings as requested by the supervisor;
- Provides technical assistance to county departments, community agencies and other groups as needed regarding behavioral health program implementation, best practices and evidenced based programming;
- Monitors dual diagnoses serving contract agencies for program compliance, outcomes and program quality;

Candidates must possess:

Graduation from a regionally accredited or New York State registered college or university with a master's degree in social work, mental health counseling, or psychology and one (1) year of clinical experience in behavioral health care post graduate degree.

Employee will receive provisional appointment pending New York State Civil Service examination. Excellent benefit package includes New York State retirement, generous health, dental, vacation, sick and personal leave.

Interested qualified candidates must submit a resume and cover letter by **February 15th, 2017** to:

Ms. Margaret Coker
Behavioral Health Systems Administrator
797 Broadway, Suite 301
Schenectady, New York 12305
margaret.coker@schenectadycounty.com

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