

## **MENTAL HEALTH CHILDREN'S SERVICES COORDINATOR**

### **DEFINITION**

Under general direction of the Mental Health Director, plans, organizes, and supervises the functions, services and programs of Children Systems of Care, Wraparound, Mountain Visions, Mental Health Services Act. Is responsible for the development, implementation and evaluation of policies and procedures related to these programs; ensures that work is performed in an effective and efficient manner; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This position has responsibility for the supervision and coordination of the Children Systems of Care, Wraparound, Mountain Visions, Mental Health Services Act. All work is performed within the limits of professional standards, carrying out necessary activities without direction except as new or unusual circumstances arise. Employees participate in development and implementation of the programs, services, quality assurance, performance standards, and/or budget and grant development and monitoring.

### **REPORTS TO**

Mental Health Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Community Care Case Managers/non clinical aspects and Office Support Staff

## **MENTAL HEALTH CHILDREN'S SERVICES COORDINATOR 2**

### **EXAMPLES OF DUTIES**

- Interviews and selects new staff members, assign workload, cases, supervises, trains and evaluates existing staff.
- Represents and maintains cooperative interdepartmental relations and programs with department staff, business, state, and regional groups.
- Ensures the planning for, dissemination of information and conduction of the Interagency Case Management Team.
- Works directly as member of the department administrative team to provide assessments and recommendations regarding the administration of programs and departmental objectives.
- Provides input on budget development and adjustments.
- Provides consultation, oversight and coordination of services with other agencies.
- Gathers and analyzes information to determine new and ongoing program needs.
- Determines program objectives and formulates policies, procedures and protocols for program services.
- Reviews programs to determine time-frames, and funding limitations.
- Provides operational and budgetary oversight of assigned programs including reviews to conform to quality assurance standards.
- Develops grant applications and program proposals to obtain state and federal funding.
- Represents the agency before boards and committees, in public meetings, and to other government agencies in specific areas of assignment.
- Collects, analyzes, collates data and produces reports to State, Federal government as well as for other funding sources.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment; continuous contact with staff and the public.

**MENTAL HEALTH CHILDREN'S SERVICES COORDINATOR – 3**

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- Principals and practices of public administration and program management, including planning, implementation, and evaluation.
- Supervisory principles and practices including planning, assigning, and reviewing work, maintaining standards; employee development and evaluation.
- Administrative principles and practices including budgeting, program planning, developing and evaluating grants, contracted services, programs and funding report requirements.
- Analytical techniques including data collection and presentation methods.
- Knowledge of Community organizations and development principles and practices.

**Ability to:**

- Interpret and apply a variety of complex county, state and federal regulations, policies and guidelines related to a specific program.
- Comply with laws, regulations and professional practices governing program services and operations.
- Participate in program and budget planning and program evaluation.
- Develop and implement program goals and objectives.
- Identify program needs and establish priorities for the delivery of services.
- Prepare clear, relevant and accurate reports.
- Establish and maintain effective working relationships with staff, other agencies, and the public.
- Communicate orally and in written format and interact in situations requiring instructional persuasive, consultative, and motivational skills.
- Establish and maintain professional relationships with clients, children, representatives of the community served, employees of County departments, outside professional staff, and other agencies and the public.

## **MENTAL HEALTH CHILDREN'S SERVICES COORDINATOR – 4**

### **Training and Experience:**

Three years of increasingly responsible experience in a mental or health services related program of which one year was in a supervisory, program coordinator, or lead capacity.

### **Education:**

A Bachelor's degree is required from an accredited college or university with a major in psychology, social work, public administration, health services administration, or a related field; a Master's degree in a related field is desirable.

**Special Requirements:** Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.