

COORDINATOR OF DUAL RECOVERY SERVICES Tompkins County

Classification: Competitive

Labor Grade: 16

Approved: 0

MINIMUM QUALIFICATIONS:

1. Graduation from a graduate school of social work approved by the New York State Department of Education with a Master of Social Work degree **AND** three years of professional experience administering and/or providing direct clinical services in a mental health setting; **OR**
2. Graduation from a regionally accredited or New York State registered university with a Masters Degree in Nursing, Public Administration, Counseling, Psychology or Social Work (from a school not approved by the NYS Department of Education) **AND** four years of professional administrative and/or direct service provision experience in a mental health services delivery program dealing specifically with treatment of clients having dual disorders; **OR**
3. Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree **AND** possession of a Credential Alcohol Substance Abuse Counselor Certification (CASAC) **AND** four years professional administrative and/or direct service provision experience in a substance abuse services delivery system and/or a program dealing specifically with treatment of clients with dual disorders; **OR**
4. Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree **AND** possession of license to practice as Registered Nurse **AND** four years professional administrative and/or direct service provision experience in a substance abuse services delivery system or mental health system and/or a program dealing specifically with treatment of clients with dual disorders.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position involving responsibility for assisting in the creation of an integrated treatment planning system for persons affected by both mental illness and substance abuse/dependence. An employee in this class will coordinate meetings of the dual recovery clinical providers group. The incumbent will also provide specialized coordination and consultation to criminal justice programs, the local hospital, the homeless outreach program and various case management programs. The Coordinator will assist providers in the community in becoming Dual Diagnosis Capable, according to NYS criteria, and will provide or arrange training to county and community agencies and organizations regarding issues specific to individuals affected by co-occurring disorders. The individual will be involved with research, quality assurance and planning activities as needed. Duties may include promotion of specific programs such as the Double Trouble in Recovery peer support model. The Coordinator will act as the liaison with State Agencies such as OMH and OASAS. The Coordinator may also perform case assessment and provide clinical services to clients in need of dual recovery services. This individual may coordinate multiple programs such as the Single Point of Entry. Supervision may be exercised over the work of one or two individuals. The work is performed under the general direction of the Commissioner of Mental Health Services or designee with wide leeway allowed for the exercise of independent judgment. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists in creating an integrated treatment planning system for persons affected by both mental illness and substance abuse/dependence;
- Provides specialized coordination and consultation to drug courts, forensic programs, the Probation Department and the Tompkins County Jail;
- Coordinate cross system meetings to increase outcomes and access to clinical, case management and housing programs;
- Assist with planning and grant writing activities as assigned.

- Performs research and prepares documents as required;
- Assesses the need for other specialized services for Dual Diagnosed clients such as specialized case management and housing;
- Assists providers in the community to become Dual Diagnosed Capable (DDC) according to NYS articulated standards;
- Measures the outcome of system and client changes;
- Arranges and/or provides training to county and community agencies and organizations regarding issues specific to individuals affected by co-occurring disorders;
- Promotes the use of peer models such as Double Trouble in Recovery;
- Performs direct assessment and provides clinical services to clients;
- Provides crisis intervention services both in person and by telephone, coordinates the provision of emergency services as needed and refers clients to appropriate agencies (including the Mental Health Clinic) for ongoing services;
- Receives telephone referrals from human service agencies, law enforcement agencies, County Departments or others of crisis situations that may require immediate intervention;
- Coordinates services and treatment plans with other agency professionals for clients who are connected with, or have need of the services of, those other agencies;
- Performs intake screening and diagnostic duties for new clients, referring clients to the psychiatrist for medical examination if needed;
- Transports or arranges transportation to hospital for clients requiring hospitalization or psychiatric evaluation;
- Participates in regularly scheduled group supervision and intake meetings, providing peer consultation to the other professionals involved;
- Participates in multi-disciplinary teams involved with the screening of individuals affected by dual disorders, the identification of troubled youths and adults, or other case management activities involving inter-agency coordination;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the unique problems, needs and therapies that apply to dually diagnosed clients;
- Thorough knowledge of current theories, principles and practices of treatment as they apply to dually diagnosed clients;
- Proficiency with Microsoft Word and Excel as well as database management programs;
- Good knowledge of crisis intervention techniques;
- Good knowledge of local resources available to clients;
- Good writing, research, and presentation skills;
- A high level of interpersonal skills is required;
- Ability to classify the psychopathology manifested by clients in accordance with currently accepted classifications and identify whether or not the client also has a substance abuse or dependency problem;
- Ability to research, prepare, present a Dual Diagnosed Treatment Plan and motivate various agencies and departments to implement such a plan;
- Ability to assist in motivating organizations to work collaboratively to meet the needs of dually diagnosed clients.
- Ability to provide Dual Diagnosed Capable training to service providers in order to enable them to address the problems and issues faced by the Dual Diagnosed individual;
- Ability to provide effective face-to-face therapy;
- Ability to correctly appraise personal situations and make sound judgments concerning action required;
- Ability to establish and maintain cooperative working relationships with professionals, para-professionals and volunteers from a variety of agencies and departments;
- Ability to present ideas clearly and concisely both orally and in writing;
- Ability to make decisions and take decisive action in crisis intervention in a variety of physical locations and social/interpersonal situations;
- Empathy, good judgment, initiative and tact are required;
- The employee's mental and physical condition shall be commensurate with the demands of the position.