

## **FORENSIC SERVICES PROGRAM COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The Forensic Services Program Coordinator is a key policy and administrative position who exercises administrative direction and general oversight of mental health, substance use, and social service programming within the Broome County Correctional Facility (BCCF). Duties include directing, planning, coordinating, and oversight of a comprehensive System of Care serving individuals with mental health, intellectual and/or developmental disabilities, and substance use disorders. The work is performed under the general direction of the Sheriff, or their designee, with considerable leeway allowed for the use of independent judgment. Supervision may be exercised over the work of subordinates. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Works collaboratively with BCCF Administration to identify needs of incarcerated individuals and prioritize recommendations to address gaps with available resources;

Monitors departmental and contract agency programmatic and fiscal compliance with Federal, New York New York State, and County statutes, pertinent to the work performed;

Cultivate and maintain relationships with other County Departments and local and State agency officials in reviewing, analyzing, and implementing programs and policies;

Manages the development of new program initiatives through research and pursuit of funding opportunities;

Participates in program development activities;

Tracks individuals across multiple systems of care over time to assure continuity of linkages and supports;

Recommends policies and procedures for administering, planning, monitoring, reviewing, and evaluating the continuum of programs and services;

Acts as liaison to, and works regularly with community agencies and contracted medical and MAT providers;

Attends various meetings and represents the Sheriff's Department as appropriate;

Prepares a variety of written reports and oral presentations.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the treatment practices/standards, planning, and administration of services for recovery-oriented services, particularly person-centered planning practices and evidence-based programs, services, and supports available for individuals with mental health,

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- intellectual/developmental disabilities, and substance use disorder;
- Good knowledge of New York State Corrections LAW (COR), Mental Hygiene Law (MHY), New York State Codes, Rules, and Regulations (NYRRC) for Title 9 (AA) State Commission of corrections (SCOC), and Title 14 Department of Mental Hygiene(MHY), pertinent to the work being performed;
- Good knowledge of the principles, procedures, and practices of community mental hygiene administration;
- Good knowledge of modern supervision practices and personnel management;
- Good knowledge of fiscal management and county government operations;
- Good knowledge of the New York State Criminal Justice System including NYS 6<sup>th</sup> Judicial, County, City, and local Municipal/Town courts;
- Good knowledge of available social service programs and community resources;
- Ability to develop, organize, and supervise the implementation of systemic strategic planning for the provision of mental health, substance use, and intellectual/developmental disabilities services that promote wellness, recovery, and independence in an integrated System of Care within the Broome County Correctional Facility;
- Ability to respect the confidential nature of certain protected and proprietary information exposed to in the course of work performance, exercising discretion and tact.
- Ability to conceptualize, construct, interpret, analyze and evaluate complex records, reports, and studies including statute from Mental Hygiene Law and Codes, Rules, and Regulations of the State of New York.
- Ability to analyze data and trends affecting the overall operation of the direct and contract agencies, including fiscal, clinical, and programmatic performance.
- Ability to conceptualize, prepare and execute detailed plans of, and provide subject-matter expertise for the provision of statutorily mandated services in accordance with prescribed guidelines and services;
- Ability to manage a complex organization with subcontracting agencies effectively and efficiently.
- Ability to prepare and present complex information/reports;
- Ability to communicate effectively both orally and in writing;
- Ability to establish and maintain effective working relationships with community groups, agency Boards of Directors, public officials, media representatives, staff, and other professionals in the field;
- Ability to work with and engage providers, consumers and other involved parties to achieve outcomes and/or resolve problem situations;
- Ability to recruit, interview, select, supervise, and evaluate the work of others;
- Ability to organize and prioritize work responsibilities;
- Sound judgment, crucial thinking skills, accuracy, integrity, tact, and courtesy, reliability, resourcefulness, initiative;

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Strong leadership and supervisory skills;  
Ability to work independently and as a member of a team.

**MINIMUM QUALIFICATIONS:**

- A) Possession of a Master's Degree\* in social work, social science, criminology, law, or closely related field; OR
- B) Current professional licensure\*\* by the New York State Education Department Office of Professions as a Licensed Clinical Social Worker, Licensed Master Social Worker, Licensed Mental Health Counselor, Nurse Practitioner, Physician or closely related field; OR
- C) Graduation from high school or possession of a general equivalency diploma and three (3) years of experience with a recognized public or private agency adhering to acceptable professional standards that included at least two (2) years providing mental health services within a correctional facility; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

**\*NOTE:** Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www/cs/ny/gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**\*\*NOTE:** Licensure must be maintained throughout employment in this title.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.