

# NOTICE OF VACANCY

**DEPARTMENT:** Mental Health  
**TITLE:** Adult SPOA-A Coordinator  
**GRADE/SALARY:** 31M - \$47,550 plus Excellent Benefits

**THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional level work with responsibility for administrating the coordination of local governmental mental health services for high-risk/high-need adults. Administrative responsibilities include program development, planning and implementation of systems and processes to coordinate activities and services provided to individual clients, and to establish and maintain single point of access and provider accountability for such clients. Work is performed under the Director of Adult Mental Health Services. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application. Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Human Services or related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Human Services or related field **AND** two years of experience in mental hygiene or a related human services field; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Human Services or related field **AND** four years of experience in mental hygiene or a related human services field.

**NOTE:** Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A), (B) or (C).

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** September 15, 2021

**\*\*Oneida County is an equal opportunity employer\*\***

08/25/2021