

NOTICE OF VACANCY

DEPARTMENT: Mental Health
TITLE: Adult SPOA-A Coordinator
SALARY (GRADE): \$52,028 (31M) 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) Possession of Master's Degree in Human Services or related field; **OR**
- (B) Possession of 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) Possession of Associate's Degree in Human Services or related field **AND** four years of experience in mental hygiene or a related human services field.

NOTES:

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. Degree(s) must have been awarded by a college or university accredited 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.

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 6th 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: December 09, 2022

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