



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Mental Health

CIVIL SERVICE TITLE: Children & Youth Evaluation and Support Coordinator

CLASSIFICATION TYPE: Competitive

SALARY (GRADE): \$78,235 (38M) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2026

APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



DISTINGUISHING FEATURES OF THE CLASS: The Children & Youth Evaluation and Support Coordinator is the county's lead point of access for children's behavioral health services, serving as a liaison alongside the designated Children's Single Point of Access (C-SPOA) coordinator. The position is responsible for eligibility determinations for Serious Emotional Disturbance (SED), oversight and facilitation of referrals for Home and Community Based Services (HCBS), and executing the Child and Youth Evaluation Services (C-YES) functions for Medicaid-ineligible youth. The Coordinator acts as a central community resource, building cross-system relationships, conducting outreach, and ensuring timely, equitable access to care. Work involves independent judgment, structured decision-making, and strict adherence to state-mandated conflict-free requirements. The Coordinator does not carry a clinical caseload and must maintain separation from county-operated direct service programs. Duties are performed under the general supervision of the Mental Health Commissioner or designee. This position operates within strict conflict-of-interest standards and does not provide direct services or supervise direct-service staff.

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

- (A) Possession of a Master's degree **AND** three (3) years of experience coordinating youth, behavioral health, or human service programs
- (B) Possession of a Bachelor's degree **AND** five (5) years of experience coordinating youth, behavioral health, or human service programs
- (C) Possession of an Associate's degree **AND** seven (7) years of experience coordinating youth, behavioral health, or human service programs

SPECIAL REQUIREMENTS:

- 1. Possession of a valid New York State driver's license at time of appointment. This license must be maintained throughout appointment.
- 2. Must obtain and maintain CANS assessor certification within OMH-required timelines
- 3. Must maintain access eligibility for HCS, UAS, MAPP, PSYCKES, and other required platforms
- 4. Statewide Central Register (SCR), per Section 424-a of the Social Services Law, and Staff Exclusion List (SEL), per Section 495 of the Social Services Law, background checks are required prior to appointment

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.

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

If you do not have internet access, paper applications can be picked up at the Oneida County Office Building (Utica, NY) in the Personnel Department. You may also request a paper application to be mailed by calling 315-798-5726.

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