

SPECIAL CONSULTANT
(MENTAL HEALTH STANDARDS AND SERVICES)

Duties and Responsibilities

This class of positions encompasses professional and/or supervisory work of varying degrees of complexity and responsibility in providing consultation and technical assistance services to, as well as evaluating and monitoring of, public and voluntary agencies providing mental hygiene services and facilities by contract or agreement with a City agency to assure compliance with the provisions of applicable laws, regulations and agreements and in planning and developing mental hygiene services and facilities within New York City. There are two assignment levels within this class of positions. All personnel perform related work.

Assignment Level I

Under direction, provides consultation and technical assistance services to public and voluntary agencies providing mental hygiene services and facilities by contract or agreement with a City agency, and assists in the review of such services to assure compliance with the provisions of applicable laws, regulations and agreements.

Examples of Typical Tasks

Participates in studies, surveys, and evaluations of the professional standards, quality of service, and adequacy of mental health, mental retardation/developmental disabilities or substance abuse/chemical dependency/alcoholism facilities and programs, in order to improve and expand the programs in an assigned geographic area.

SPECIAL CONSULTANT
(MENTAL HEALTH STANDARDS AND SERVICES) (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Reviews and evaluates proposals for mental health, mental retardation/developmental disabilities or substance abuse/chemical dependency/alcoholism programs in agencies seeking grants and funds.

Assists in the negotiation of contracts or agreements between the City agency and other public and voluntary agencies.

Acts as a consultant and provides technical assistance to public and voluntary agencies requesting or receiving grants and funds by aiding them in the interpretation and implementation of applicable policies, procedures and regulations.

Monitors case records and other written material, holds conferences and makes field observation visits to assist in planning and evaluating services furnished by approved agencies. Examines and investigates services and facilities to assure that they are being conducted and run in accordance with accepted standards and in compliance with the provisions of law and regulation.

Assists in preparing data supporting quarterly claims for State reimbursement for expenditures. Assists in preparing reports and other materials, as required.

Participates in meetings and projects both within and outside the agency.

Provides information, referrals, and crisis services in response to telephone and written inquiries.

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(MENTAL HEALTH STANDARDS AND SERVICES) (continued)

Assignment Level II

Under direction, provides consultation and technical assistance services to, and evaluates and monitors public and voluntary agencies providing mental hygiene services and facilities by contract or agreement with a City agency, to assure compliance with the provisions of applicable laws, regulations and agreements. Assists in planning and developing mental hygiene services and facilities within New York City. May supervise subordinate employees in the performance of their duties. In addition to performing the tasks of Assignment Level I at a more complex and responsible level, performs tasks such as the following:

Examples of Typical Tasks

Negotiates agency contracts or agreements with other public and voluntary agencies.

Maintains liaison with personnel from State regulatory bodies and from community groups.

Undertakes and/or participates in special projects to improve service delivery operations.

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(MENTAL HEALTH STANDARDS AND SERVICES) (continued)

Qualification Requirements

A baccalaureate degree from an accredited college or university, **and** either:

1. A Master's degree in Social Work from an accredited school of social work, or 60 graduate semester credits from an accredited university in social work, psychology, health, rehabilitation, public health, psychiatric nursing or special education; **plus** one year of full-time, satisfactory experience providing direct care in a social, psychiatric, health, mental retardation/developmental disabilities or substance abuse/chemical dependency/alcoholism agency or in the administration of a program providing direct care as described above, or as a consultant on program planning or evaluation for such services; or
2. A Master's degree of at least 30 graduate semester credits from an accredited university in psychology, sociology, anthropology, public health, special education, psychiatric nursing, counseling, human services, health, rehabilitation, public administration, or business administration; **plus** two years of experience as described in "1" above; or
3. A satisfactory combination of education and/or experience. Candidates without either a Master's degree as described in "1" or "2" above or at least 60 graduate semester credits in the areas listed in "1" above, must have at least:

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Qualification Requirements (continued)

- a) a baccalaureate degree from an accredited college and one year of actual experience as described in "1" above; **plus**
- b) a satisfactory combination of: (i) graduate semester credits in the areas listed in "1" and "2" above; and/or (ii) additional experience as described in "1" above, to equal 60 graduate semester credits or 2 years of experience.

Graduate semester credits from an accredited university may be substituted for the experience in qualification "3 b)" only, on the basis of 30 graduate semester credits for each year of experience. Experience may be substituted for graduate semester credits in qualification "3 b)" only, on the basis of one year of experience for each 30 graduate semester credits.

NOTE: For assignment to Assignment Level II, in addition to meeting the above qualification requirements, all candidates must have **one additional** year of experience as described in "1" above.

Direct Lines of Promotion

From: None

To: None