

JOB ANNOUNCEMENT

ALLEGANY COUNTY HEALTH DEPARTMENT

COORDINATOR SPECIAL PROGRAMS HS I - MERIT VACANCY

LOCATION: Mental Health System's Office (Core Service Agency)

NATURE OF WORK: Assist in managing functions of the Core Service Agency, including but not limited to: planning, managing and monitoring activities; collecting and tabulating data; identifying resource development needs; coordinating with other community resources, and participating in problem solving with community stakeholders. Assist in developing, implementing, and reporting on behavioral health (BH) plans within the jurisdiction. Maintain a working knowledge of Maryland's publicly-funded BH system in order to review and pre-authorize services; assess high-cost users of mental health services and coordinate with Administrative Service Organization (ASO); assist ASO in developing individualized treatment plans for service users; investigate complaints. Represent the needs of individuals with mental health disorders and promote knowledge around mental illness. Complete general administrative duties.

MINIMUM QUALIFICATIONS:

- Possession of a bachelor's degree in social work, psychology, education, counseling, or a related field; **OR** possession of a bachelor's degree in another field plus one year of experience in health services.
- Knowledge of current treatment and rehabilitation techniques in the field of BH, as well as available local services.
- Ability to develop, coordinate, and work with available inter-agency and community programs and services.
- Ability to present needs of individuals with mental health disorders and promote knowledge around mental illness.
- Ability to communicate effectively with co-workers, management, program participants, health care staff, and the general public.

SALARY: \$34,390 annually. Maryland State benefits package included.

HOURS: Full-time, 40 hours per week, Monday-Friday.

YOU MUST APPLY ONLINE AT:

www.dbm.md.gov/jobseekers

Click on "State Jobs;" then click on "State Jobs" again

At Keyword, type "Coordinator"

At Location dropdown menu, select "Allegany"

At Type dropdown menu, select "Regular Active Recruitment"

Scroll down to "Coordinator Special Programs Health Services I" and click on job title

~~APPLICATIONS BE ACCEPTED UNTIL MONDAY, MARCH 27, 2017~~

AN EQUAL OPPORTUNITY EMPLOYER

PLEASE POST/CIRCULATE

ISSUED: 3/15/17