

## **ANTICIPATED NOTICE OF VACANCY**

### **Job Title**

Assistant Coordinator- Adult Single Point of Access and Accountability I

### **Department**

Mental Health

### **Division/Work Unit**

Adult Mental Health Services

### **Bargaining Unit**

CSEA

### **Salary**

Job Group 11

Starting salary for external candidates: \$66,219. (Non-Negotiable)

### **Employment Type**

Full-Time

### **Appointment Type**

Provisional

### **Provisional Appointment Notice**

This position is classified within the competitive class of the New York State Civil Service system and, as such, is subject to the examination and appointment requirements prescribed by Civil Service Law. Permanent appointment will be contingent upon success in a future civil service examination and subsequent placement on the resulting eligible list. Being reachable on the eligible list does not guarantee permanent appointment. Appointments will be made in accordance with the New York State Civil Service Law, including "Rule-of-Three".

### **Shift**

Monday through Friday 8:00A– 4:00P, 8:30A-4:30P, or 9:00A-5:00P

### **Location**

95 Franklin St. Buffalo, NY – 12<sup>TH</sup> Fl.

### **Distinguishing Features of the Class**

The work involves providing clinical supports to the County Mental Health Department's Adult Single Point of Access And Accountability (SPOA). This is a professional mental health

position responsible for reviewing admission, service configuration, and continued stay recommendations for high-risk individuals consistent with service history, level of functioning and risk criteria to determine the appropriateness of enrollment in the SPOA. In addition, the position monitors engagement in services and outcomes consistent with the enrolled individual's service plan. The incumbent works directly with mental health emergency, inpatient and outpatient providers regarding these service determinations. Work is performed under the direct supervision of the Assistant Coordinator-Adult Single Point of Access and Accountability II. Does related work as required.

### Typical Work Activities

- Reviews Referral Assessments to the Single Point of Access and Accountability (SPOA) making mental health clinical determinations regarding admission to the SPOA or recommendations for an alternative level of care;
- Serves as Department representative with hospital and forensic mental health discharge planning staff regarding the status of pending discharges and ensuring linkage to care coordination/transition management services;
- Determines care coordination placement against clinical eligibility criteria and makes recommendations regarding placement at the appropriate level of oversight and care coordination service model with the SPOA; links individuals determined to be ineligible for SPOA services to step down case management services;

### Minimum Qualifications

- A) Possession of a Master's Degree\* in Social Work, Psychology, Counseling, Nursing, or other similar related Human Services degree and three (3) years of experience in mental health assessment, treatment and /or rehabilitation with at least one (1) year of clinical or clinical administrative experience serving seriously mentally ill adults who are at high risk to self or others as defined in Section 9.60 of New York State Mental Hygiene Law; or:
- B) Possession of a Bachelor's degree in Social Work, Psychology, Mental Health or Rehabilitation Counseling, Nursing, or other similar related Human Services Degree and five (5) years of experience in mental health/psychosocial assessment, treatment, care management/coordination and/or rehabilitation with at least one (1) year of clinical or clinical administrative experience serving seriously mentally ill adults who are at high risk to self or others as defined in Section 9.60 of New York State Mental Hygiene Law or:
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B)

### Special Requirements

N/A

### **Criminal Background Check**

In accordance with New York State law, a criminal background check may be conducted after a conditional offer of employment has been made. A prior conviction will not automatically disqualify a candidate from employment, unless required by law or directly related to the duties of the position. Certain positions may be subject to additional background screening based on statutory or regulatory requirements.

### **Remote Work Eligibility**

This position may be eligible for one remote work day per week, subject to departmental needs and supervisory approval, after successful completion of the probationary period. Participation in remote work is not guaranteed and may be modified or revoked at any time.

### **Diversity Statement**

Erie County is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, sexual orientation, gender identity or expression, veteran status, or any other legally protected status.

### **Visa Sponsorship**

Erie County does not sponsor employment-based visa status for any position. All applicants must be legally authorized to work in the United States at the time of application and throughout the duration of employment, without the need for current or future visa sponsorship.

### **Posting Period**

This position will be posted from December 18, 2025 until January 2, 2026.

PLEASE REPLY IN WRITING (RESUME/TRANSCRIPT) TO: Christine Pearl, 95 Franklin St. Room 604 Buffalo, NY 14202 OR EMAIL [CHRISTINE.PEARL@ERIE.GOV](mailto:CHRISTINE.PEARL@ERIE.GOV)