

# CAREER OPPORTUNITY



## SARATOGA COUNTY DEPARTMENT OF PERSONNEL

### MENTAL HEALTH

### EDUCATION AND COMMUNITY RELATIONS COORDINATOR

**SALARY: \$66,234 PLUS EXCELLENT BENEFITS**

This position is responsible for the development of school-based psychoeducational programs for students encountering social, emotional and behavioral challenges; identification of parent and teacher learning needs; and facilitating of training to address knowledge gaps. This position is under the supervision of the Director and Assistant Director of Community Mental Health Services, with leeway allowed for carrying out day-to-day responsibilities of the position. Additionally, incumbent will continuously assess agency training needs and identify priorities; develop and implement training and education curriculum consistent with agency mission, vision and values; and provide information to staff regarding in-service and community education opportunities. Incumbent will also conduct outreach activities as directed to educate stakeholders regarding populations served by the Saratoga County Mental Health Center. This may include but shall not be limited to: planning and implementation of a community relations and marketing plan to promote agency services, and facilitate contracts and agreements with managed care plans, hospitals and specialty providers. Does related work as required.

**MINIMUM QUALIFICATIONS: Either:**

Master's degree in human services field including psychology, social work, nursing, or education and three years' experience planning educational activities for children and/or adult learners. Advocating for special needs populations, preparing of written materials and developing public/private stakeholder relationships to enhance service delivery also required; OR

Bachelor's degree in human services field including psychology, social work, nursing, or education and five years' experience planning educational activities for children and/or adult learners. Advocating for special needs populations, preparation of written materials and development of public/private stakeholder relationships to enhance service delivery also required.

**SUBMIT RESUME/APPLICATION TO:**

Margaret McNamara, Director of Personnel  
Saratoga County Personnel Department  
40 McMaster Street  
Ballston Spa, New York 12020

This position will be filled provisionally pending the results of a Civil Service examination to be scheduled at a later date.  
Applications accepted until 3/4/16

*"An Equal Opportunity Employer with an Affirmative Action Program"*