

GREENE COUNTY HUMAN RESOURCES
411 Main Street , Catskill, New York 12414
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NOTICE OF VACANCY

DEPARTMENT: MENTAL HEALTH

JOB TITLE: SINGLE POINT OF ACCESS (SPOA) COORDINATOR

POSITION GRADE: GRADE 13 (\$29.30/hour)

POSTING DATE: JULY 14, 2026

DEADLINE: JULY 20, 2026

This is a full-time, **provisional appointment**. Permanent appointment is contingent upon Civil Service examination.

This position involves the responsibility for planning, developing, coordinating, and evaluating the Single Point of Access program operated by the Greene County Community Mental Health Services Department. Responsibilities shall include the development, coordination, and performance management of assigned programs including new state initiatives for adults with mental illness, for high risk children, youth, and families and the Assisted Outpatient Treatment Program. The incumbent in this position assists the Director of Community Mental Health Services or his/her designee, with needs assessment, program implementation, and quality management of these services. The work is performed under the general direction of the Director of Community Mental Health Services with direct supervision received from the Clinical Coordinator (Community Mental Health) with leeway allowed for the use of independent judgement in carrying out the details of the work. Although supervision is not a direct responsibility, supervision may be exercised over the work of subordinate employees. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND EITHER:**

- A. Graduation from a regionally accredited or New York State College or University with a Bachelor Degree in a Social Science, Human Services, or Behavioral Science field **and** one (1) year of experience in counseling, social casework, providing human services, or administration of program(s) relating to one of these fields;

OR

- B. Graduation from a regionally accredited or New York State College or University with an Associate Degree in a Social Science, Human Services, or Behavioral Science field **and** three (3) years of experience in counseling, social casework, providing human services, or administration of program(s) relating to one of these fields.

SPECIAL REQUIREMENT:

- Possession of a valid New York State driver license at time of appointment and this license must be maintained throughout employment, and have access to transportation to meet travel requirements involving travel to parts of the county and state and occasional travel out-of-state.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and background check.

HUMAN SERVICES FIELDS: includes the "helping professions" such as social work, psychology, gerontology, vocational and/or psychological counseling, therapeutic modalities (occupational, physical and therapeutic recreation) childcare, mental health, and mental retardation, early childhood education, working with the elderly or terminally ill, or individuals having learning disabilities.

SOCIAL SCIENCE: includes the areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justices, economics, geography, history, political science, psychology, and sociology.

BEHAVIORAL SCIENCE: is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare, and vocational rehabilitation.