

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 5264800

Assisted Outpatient Treatment Compliance Coordinator, Grade 25

Brief Description of Class

The Assisted Outpatient Treatment Compliance Coordinator assists in the development and implementation of policies, procedures, standards, and regulations for the statewide oversight and monitoring of assisted outpatient treatment (AOT) programs in accordance with Kendra's Law and Section 9.60 of the Mental Hygiene Law (MHL); coordinates grants for county mental health programs; and ensures that funds are available for services and medications required for individuals under AOT orders.

This position is non-competitive and classified in the Office of Mental Health.

Distinguishing Characteristics

Assisted Outpatient Treatment Coordinator: one position class; serves as the assistant to the Assisted Outpatient Treatment Compliance Specialist 4 directing statewide AOT program oversight and monitoring activities in Central Office; assists in the development of policies, procedures, standards, and regulations; distributes information and guidance materials to Assisted Outpatient Treatment Compliance Specialists in field offices throughout the State; and coordinates service grants for county mental health programs.

Related Classes

Assisted Outpatient Treatment Compliance Specialists oversee and monitor the implementation of Kendra's Law, Section 9.60 of the MHL, and AOT programs across the State to ensure that individuals with mental illness and a history of hospitalizations or violence participate in community-based services appropriate to their needs.

Illustrative Duties

Assisted Outpatient Treatment Compliance Coordinator

Serves as the assistant to the Assisted Outpatient Treatment Compliance Specialist 4 and statewide coordinator for county mental health program service grants.

- Assists in the development of policies, procedures, regulations, and standards for the implementation of Kendra's Law, Section 9.60 of the MHL, and county AOT programs; and may provide related technical assistance to county mental health directors and service providers, advocacy groups, and the public.
- Participates in the development of grant guidelines and standards for county mental health programs and ensures that funds for services and medication required for individuals under AOT orders are available for use.
- Distributes information and provides technical assistance on standards, procedures, guidelines, and protocols to Assisted Outpatient Treatment Compliance Specialists in field offices throughout the State.
- Assists in reviewing county AOT program plans to ensure that they are consistent with statutes, standards, and other requirements.

Minimum Qualifications

Assisted Outpatient Treatment Coordinator

Non-Competitive: a bachelor's degree in a health or human services field and four years of professional experience in a governmental setting working with mental health, health, or social service programs, two years of which must have included contract development and monitoring, financial program analysis and monitoring, or budget development. One year of this experience must have been at a supervisory level.

Substitution: a master's degree in a health or human services field may substitute for one year of professional experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 2/2022

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