

Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 09/04/2026

CHILD & YOUTH SPOA-A COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class has the responsibility for planning and implementing a coordinated system which identifies high-risk/high-need children, youth, and families. Responsibilities include ongoing development of strategies to manage these individuals in their home communities. The incumbent in this position helps to establish and maintain a single point of access (SPOA) for such high-risk/high-need children youth and families in coordination with other local agencies. Independence and initiative are exercised by an employee in this class in accordance with the goals established by the department and regulatory standards. Work is performed under the direct supervision of the Commissioner of Mental Health with leeway permitted for the exercise of independent judgment. Supervision of others is not a requirement of this position. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Builds effective linkages and relationships with informal and community supports, child and family serving systems, schools and other formal supports;
Problem-solves case specific and system-wide issue in collaboration with system partners;
Represents the Oneida County SPOA at various community meetings;
Monitors services/resources for non-Medicaid populations to ensure availability and access;
Develops and maintains collaborative relationships with Health Homes and Managed Care organizations;
Develops, monitors, maintains and prioritizes waiting lists for SPOA programs, including Case Management, Home and Community Based Services (HCBS) Waiver Programs, and Skill Building;
Completes trauma screen on all SPOA referrals, applying the algorithm to assess level of care and level of need
Reviews individualized plans and budgets for SPOA programs and authorizes continuation of services, providing consultation where requested and appropriate;
Prepares the Residential Treatment Facility (RTF) packet of information for the Pre-Admission Certification Committee (PACC) and maintains communication with the PACC;
Oversees Priority Youth/Children's Psychiatric referrals;
Promotes youth and family voice in decisions regarding care whenever appropriate;
Serves as a resource for family and child grievances of behavioral health services;
Collaborates with OMH Field Office on site visits, reviews, and ongoing monitoring.
Collaborates with Children and Youth Evaluation Services (C-YES) staff

CHILD & YOUTH SPOA-A COORDINATOR

FULL PERFORMANCE KNOWLEDGE , SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of program administration in relation to children and youth programming; good knowledge of Office of Mental Health regulations and program standards; good knowledge of agency program operations, goals and objectives; good knowledge of community health, and/or human social service organizations; ability to prepare promotional materials; ability to conduct program evaluations, including its efficiency and effectiveness in service delivery; ability to speak publicly to groups on program objectives and goals; ability to express oneself orally and in writing.

MINIMUM QUALIFICATIONS:

(A) Possession of Bachelor's Degree in human services, health, or a related field **AND** two (2) years experience coordinating a youth, behavioral health, or human service program

OR

(B) Possession of Associate's Degree in human services, health, or a related field **AND** four (4) years experience coordinating a youth, behavioral health, or human service program

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. This license must be maintained throughout appointment.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.