Jurisdictional Class: Competitive
EEO Category: Professional
Adopted: 10/14/2026

CHILDREN & YOUTH EVALUATION AND SUPPORT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The Children & Youth Evaluation and Support Coordinator is the county's lead point of access for children's behavioral health services, serving as a liaison alongside the designated Children's Single Point of Access (C-SPOA) coordinator. The position is responsible for eligibility determinations for Serious Emotional Disturbance (SED), oversight and facilitation of referrals for Home and Community Based Services (HCBS), and executing the Child and Youth Evaluation Services (C-YES) functions for Medicaid-ineligible youth. The Coordinator acts as a central community resource, building cross-system relationships, conducting outreach, and ensuring timely, equitable access to care. Work involves independent judgment, structured decision-making, and strict adherence to state-mandated conflict-free requirements. The Coordinator does not carry a clinical caseload and must maintain separation from county-operated direct service programs. Duties are performed under the general supervision of the Mental Health Commissioner or designee. This position operates within strict conflict-of-interest standards and does not provide direct services or supervise direct-service staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Conducts eligibility determinations for SED and HCBS for children and youth, including those stepping down from RTF, CCR, Youth ACT, and other high-acuity settings;

Completes all C-YES responsibilities for Medicaid-ineligible youth seeking HCBS; secures LPHA consultation and verification when required

Obtains and maintains Child and Adolescent Needs and Strengths (CANS) certification; conducts universal assessments consistent with OMH guidance

Reviews all C-SPOA referrals, gathers required documentation, communicates with families and referral sources, and matches youth to appropriate supports

Monitors access and confirms successful connection to recommended services, including HCBS, Youth ACT, High Fidelity Wraparound, crisis services, and locally funded supports

Implements standardized referral pathways to ensure equitable access countywide

continued

TYPICAL WORK ACTIVITIES continued;

Supports diversion from restrictive levels of care in collaboration with child-serving systems such as juvenile justice, education, child welfare, and foster care
Conducts outreach and system education for families, schools, service providers, and community partners
Initiates and maintains partnerships with residential programs, inpatient providers, crisis teams, and community organizations to strengthen care transitions and discharge planning
Convenes meetings with community stakeholders, providing updates on resources, service trends, barriers, and emerging needs
Maintains access to required state systems including HCS, UAS, MAPP, eMedNY, and PSYCKES
Tracks and reports eligibility determinations, referral dispositions, service access metrics, and system gaps to OMH and the Local Government Unit (LGU)
Prepares monthly and quarterly reports, maintains detailed documentation, and participates in OMH monitoring and site reviews
Ensures independence of eligibility determination from service provision; adheres to OMH supervision and oversight expectations

FULL PERFORMANCE KNOWLEDGE , SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of children's behavioral health systems, HCBS structures, SED criteria, and cross-system youth support models. Working knowledge of community mental health resources, crisis programs, and county-level service pathways. Ability to collect, analyze, and interpret data; prepare reports; and use multiple state data platforms. Must possess strong written and verbal communication skills, including the ability to explain complex processes to families and providers. Must demonstrate the ability to establish and maintain effective working relationships with public agencies, schools, medical providers, community organizations, and families. Must possess organizational skills, attention to detail, and ability to manage a high volume of referrals. Ability to travel throughout Oneida County and work occasional evenings or weekends as needed.

MINIMUM QUALIFICATIONS:

Either:

(A) Possession of a Master's degree **AND** three (3) years of experience coordinating youth, behavioral health, or human service programs

(B) Possession of a Bachelor's degree **AND** five (5) years of experience coordinating youth, behavioral health, or human service programs

(C) Possession of an Associate's degree **AND** seven (7) years of experience coordinating youth, behavioral health, or human service programs

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State driver's license at time of appointment. This license must be maintained throughout appointment.
2. Must obtain and maintain CANS assessor certification within OMH-required timelines
3. Must maintain access eligibility for HCS, UAS, MAPP, PSYCKES, and other required platforms
4. Statewide Central Register (SCR), per Section 424-a of the Social Services Law, and Staff Exclusion List (SEL), per Section 495 of the Social Services Law, background checks are required prior to 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.