



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

### Saratoga County Mental Health and Addiction Services

- Job Title:** ASSISTED OUTPATIENT TREATMENT (AOT) COORDINATOR & QUALITY ANALYST
- Salary Range:** \$79,800 - \$102,322\* (\*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)
- Work Location:** 135 S Broadway, Saratoga Springs, NY 12866
- Classification:** Competitive (**Exam Required**)

#### Job Description

Responsibilities include overseeing program operations, utilizing data and quality improvement practices to enhance outcomes for individuals served, and coordinating with program staff, administrators, legal partners, and service providers to support effective treatment oversight and continuity of care. The AOT program is administered in accordance with New York State Mental Hygiene Law, regulations and guidelines of the New York State Office of Mental Health, County policy, and agency practice. The work is performed under the general direction of the Deputy Commissioner of Mental Health and Addiction Services, with leeway allowed for the exercise of independent judgment within the scope of responsibility. Supervision may be exercised over staff assigned to the program.

#### Minimum Qualifications (at least)

- A). Possession of a Master's Degree in social work, public health, human services, psychology, criminal justice, or closely related field, and one (1) year experience working in behavioral health, care coordination, case management, or a related human services field; **OR**
- B). Possession of a Bachelor's Degree in social work, public health, human services, psychology, criminal justice, or closely related field, and three (3) years experience working in behavioral health, care coordination, case management, or a related human services field

**NOTE:** Preference may be given to candidates with familiarity with mental hygiene law, court-ordered treatment, or forensic behavioral health systems, as well as training and experience in quality improvement methodologies (i.e., CQI, PDSA performance measurement)

**SPECIAL REQUIREMENT:** Candidate must possess and maintain, a clear and valid New York State Driver's License appropriate for the **type** of vehicle to be operated, in meeting the necessary transportation needs of the job.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you 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>. You must pay the required evaluation fee.)



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### Typical Work Activities (\*Illustrative)

- Coordinate all aspects of the AOT program, including referrals, court orders, treatment plans, and service monitoring;
- Serve as a liaison among courts, legal partners, treatment providers, care coordinators, and community stakeholders for current and prospective Assisted Outpatient Treatment (AOT)/Enhanced Voluntary Agreement (EVA) cases or other high-risk cases;
- Supervise work being performed by employee(s) who assist with gathering pertinent data/paperwork for the AOT/EVA process;
- Monitor participant engagement and treatment adherence in accordance with court orders and program standards;
- Maintain accurate, timely documentation and reporting related to AOT/EVA and other high-risk cases;
- Support staff and providers with guidance on AOT/EVA policies, procedures, and best practices;
- Develop, implement, and monitor quality assurance and improvement (QA/QI) activities;
- Collect, analyze, and report data related to performance, compliance, and outcomes;
- Identify trends, gaps, and opportunities for improvement and recommend corrective actions;
- Ensure compliance with local, state, and federal regulations, including confidentiality and reporting requirements;
- Support audits, reviews, and monitoring activities as required;
- Assist with training staff and partners on AOT/EVA processes, standards, and expectations;
- Participate in cross-system planning, policy development, and program evaluation;
- Contribute to reports, presentations, and summaries for leadership, oversight bodies, and stakeholders;
- Performs related duties as required.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- Position being filled provisionally based on the results of a civil service exam to be scheduled at a later date.

### To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

**Applications will continue to be accepted through the date posted or until the flyer has been removed.**

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*