Community Services – Nursing, Psych, PROS, Alcohol & Substance Abuse – Program Descriptions

Psychiatry & Nursing: provide psychiatric evaluation and treatment, medication monitoring.

SPOE: (single point of entry) provide case management services to adult consumers.

SPOA: (single point of access) provides case management services to children and adolescents.

BILT: (building independence for the long term) DSS program in which staff from Community Mental Health Center complete mental health and substance abuse screenings as needed on individuals applying for DSS support services. Referrals for treatment are made as necessary.

Forensic Services: Provide mental health counseling, crisis intervention, psychological and psychiatric evaluation and treatment services to individuals incarcerated at County jail.

PROS: (personalized recovery oriented treatment) provides treatment, rehabilitative and support services to adults with a serious and persistent mental illness.

Alcohol & Substance Abuse: provide individual and group treatment for chemical abuse, chemical dependence, and co-dependence issues. Program is for adults & adolescents.

Compeer: matches trained volunteers from the community with mental health recipients in a one to one friendship relationship.
Community Services – Nursing, Psych, PROS, Alcohol & Substance Abuse – Key Duties of Staff

Psychiatry & Nursing

Staff Psychiatrist (1 Contract + 1 Shared with Alcohol & Substance Abuse to serve as Medical Director per State Regulation)
- Renders psychiatric and neurological diagnostic service for patients utilizing the contributions of the psychiatric social worker and the clinical psychologist;
- Participates as a team member in conferences concerned with diagnosis and treatment of patients;
- Provides psychiatric treatment for patients, utilizing the assistance of psychiatric social worker and clinical psychologist;
- Contributes to the interpretation of methods and procedures to agencies responsible for carrying out the recommendations of the mental hygiene clinic in the community;
- Makes reports to practicing physicians about patients attending the clinic;
- Consults with community organizations and individuals relative to the treatment of patients;
- Engages in community mental health education;
- Develops and engages in such research projects as have met with official approval.

Psychiatric Nurse Practitioner
- Interviews patients to determine psychiatric history, family background and subjective and objective symptoms;
- Discusses interview with psychiatrist for determining treatment;
- Responsible for knowledge of ongoing phases in treatment;
- Performs psychotherapy and observes any physical conditions;
- Maintains notes and records on all activities;
- Responsible for visiting in-patients;
- Works under general supervision of psychiatrist.

Registered Professional Nurse (3 Positions)
- Gives skilled nursing care and prescribed treatments to clients in their homes and clinics and may act as a nurse practitioner;
- Counsels and guides individuals and families toward self-help in recognition and solution of physical, emotional and environmental health problems;
- Coordinates plans for service with social workers, nutritionists, physical therapists, alcoholism counselors, physicians and other professional workers concerned with individual and family health care;
- Compiles and uses records and medical reports for evaluation and treatment planning of assigned cases;
- Teaches classes, addresses groups and participates in community planning related to nursing and health.
**Single Point of Entry / Case Management**

**Mental Health Program Coordinator (Shared Position w/ PROS)**
- Plans, develops, and oversees the implementation of policies and procedures to carry out outpatient mental health services to clients of the program(s) supervised;
- Assigns to and oversees the activities of subordinate staff members to ensure that units of services are provided according to plan;
- Evaluates performance of subordinate staff, oversees their clinical and professional development, interviews and selects replacements as needed, and performs a variety of administrative duties such as assigning caseloads, scheduling, approving vouchers and leave requests, and developing and monitoring budgets;
- As required, personally performs direct services to patients/clients of the program(s) commensurate with personal training and experience;
- Measures and evaluates program performance through the Utilization Review process and ensures quality of services through the Chart Review process;
- Personally completes or oversees completion of a variety of reports of a statistical and financial nature.

**Senior Social Work Assistant (1 Position + 1 Contract – Pathways)**
- Maintains client contact to ensure treatment plan compliance/viability and client’s bio/psycho/social well-being;
- Assists clientele with daily living skills, household management, self-direction, social integration and family connections in a manner that will assist the client with maintaining community living in the least restrictive environment;
- Refers clientele requiring higher levels of care to treatment team for re-determination of case management status within the comprehensive treatment/service plan;
- Monitors the status of client medications;
- Actively participates in case staffing sessions dealing with case presentations, treatment/service planning and discussion of relevant client issues;
- Serves as team leader where team approach is employed; serves as Transitional Liason in local/state forensic, detention and institutional matters;
- Offers crisis intervention services/assistance, linkage and referral necessary for maintaining the consumer within the community.

**Shared Position with Elmira Psych Center**
- State employee that provides Case Management services for Steuben County residents.

**Single Point of Access (SPOA)**

**Senior Social Worker / Coordinator**
- Responsible for coordination of SPOA Program;
- Participates in the intake and screening of patients for tentative evaluation of patients and their problems;
- Participates as a team member in individual, group and family therapy;
- Provides social work services to help patients adjust to their disabilities and social environment;
- Refers clients to other governmental and non-governmental agencies;
- Coordinates various activity and treatment programs with other social agencies;
- Compiles case studies, recording pertinent information;
- Participates in team visits to patients’ home;
- Plans with the community mental health team and with community agencies to relate the patient’s treatment and rehabilitation program to his social situation prior to his discharge;
- Collects and maintains appropriate data from various sources such as professional staff and patients’ families to establish an overall approach to the solution of patients’ mental and social problems.

Principal Social Work Assistant (2 Positions)
- Maintains client contact on an intensive basis to ensure treatment/service plan compliance/viability and client’s bio/psycho/social well-being;
- Assists clientele with daily living skills, household management, self-direction, social integration and family connections in a manner that will assist the client with maintaining community living in the least restrictive environment;
- Provides 24-hour/7 day on-call assistance to meet client needs;
- Participates with therapist and administrative staff in the development of comprehensive treatment/service planning for the clientele of the Community Mental Health Center;
- Refers clientele requiring higher levels of care to treatment/service team for re-determination of case management status within the comprehensive treatment/service plan;
- Monitors the status of client medications;
- Reviews recommendations made by Social Work Assistants and Senior Social Work Assistants prior to and during multidisciplinary team meetings;
- Maintains cooperative relationships with other county and state agencies.

Senior Social Work Assistant (2 Positions)
- Maintains client contact to ensure treatment plan compliance/viability and client’s bio/psycho/social well-being;
- Assists clientele with daily living skills, household management, self-direction, social integration and family connections in a manner that will assist the client with maintaining community living in the least restrictive environment;
- Refers clientele requiring higher levels of care to treatment team for re-determination of case management status within the comprehensive treatment/service plan;
- Monitors the status of client medications;
- Actively participates in case staffing sessions dealing with case presentations, treatment/service planning and discussion of relevant client issues;
- Serves as team leader where team approach is employed; serves as Transitional Liaison in local/state forensic, detention and institutional matters;
- Offers crisis intervention services/assistance, linkage and referral necessary for maintaining the consumer within the community.

**BILT Program**

**BILT Program Coordinator**
- Plans, develops, and oversees the implementation of policies and procedures to carry out BILT Program;
- Assigns to and oversees the activities of subordinate staff members to ensure that units of services are provided according to plan;
- Evaluates performance of subordinate staff, oversees their clinical and professional development, interviews and selects replacements as needed, and performs a variety of administrative duties such as assigning caseloads, scheduling, approving vouchers and leave requests, and developing and monitoring budgets;
- As required, personally performs direct services to patients/clients of the program(s) commensurate with personal training and experience;
- Measures and evaluates program performance through the Utilization Review process and ensures quality of services through the Chart Review process;
- Personally completes or oversees completion of a variety of reports of a statistical and financial nature.

**Alcohol & Substance Abuse Counselor (1 Contract – Institute for Human Services)**
- Evaluates, develops treatment plan for, and counsels individuals referred for alcoholism and/or substance abuse or refers such individuals to another more appropriate treatment modality which is available;
- Evaluates and counsels family members and other significant persons who are being affected by another’s alcoholism and/or chemical dependency;
- Conducts and carries out educational groups for alcoholics and/or substance abusers and their family members covering such topics as the disease process, medical aspects of the disease, effects of the disease on the family, treatment and recovery, and support organizations such as Alcoholics Anonymous and Al-Anon;
- Conducts counseling groups for clients, and family members of clients, who are sober/drug free and are addressing problems related to living a sober/drug free life style;
- Actively participates in case staffing sessions dealing with case presentations, treatment planning, and discussion of relevant clinical issues;
- Makes educational presentations concerning alcohol and/or drugs and alcoholism/chemical dependency to such groups as schools, parents’ groups, hospitals, youth organizations, etc.;
- Provides crisis intervention and evaluation services to community organizations who request this service, specifically, local hospitals, law enforcement agencies, courts, probation and parole offices, Departments of Social Services, etc.;
- Maintains accurate and complete case records and performs client charting to conform to state regulations and to meet the Department’s Utilization Review Committee requirements.
Staff Social Worker
- Participates in the intake and screening of patients for tentative evaluation of patients and their problems;
- Participates as a team member in individual, group and family therapy;
- Provides social work services to help patients adjust to their disabilities and social environment;
- Refers clients to other governmental and non-governmental agencies;
- Coordinates various activity and treatment programs with other social agencies;
- Compiles case studies, recording pertinent information;
- Participates in team visits to patients’ home;
- Plans with the community mental health team and with community agencies to relate the patient’s treatment and rehabilitation program to his social situation prior to his discharge;
- Collects and maintains appropriate data from various sources such as professional staff and patients’ families to establish an overall approach to the solution of patients’ mental and social problems.

Social Work Assistant
- Provides limited social work services to help patients/clients adjust to their illness or disabilities;
- Collects and maintains appropriate data from various sources such as professional staff and patients'/clients’ families to establish an overall approach to solution of psychological, medical, and social problems;
- Maintains information on community and health resources which can be utilized during the patient's/client's care and subsequent to his/her discharge;
- Participates in the process of transfer of patients/clients to other levels of care as appropriate;
- Works with private, voluntary and other public agencies to identify the availability of medical and mental health related community services;
- Reports to superiors regarding activities conducted and observations made of patient/client reactions;
- Consults with superiors regarding the handling of difficult situations occurring with patients/clients; and
- Prepares a variety of required written reports and casenotes regarding activities conducted and client/patient reactions.

Forensic Services

Staff Psychologist
- Performs psychological evaluation for diagnostic purposes using appropriate testing devices;
- Participates in behavior modifications and shaping rehabilitation and counseling;
- Assists in the intake, screening and diagnostic activities of the clinic;
- Participates in staff conferences for diagnosis and recommendation of treatment for patients;
- Writes reports, case studies and maintains records;
- Advances the community mental health program by disseminating information through educational and community organizations;
- Participates in campaigns to stimulate interest in the prevention and detection of mental illness including storefront collaboration with other social services, home visiting, family programs, aftercare and referral systems in participation with other professionals and non-professionals.

**Staff Social Worker (1 Shared w/ SPOA + 1 PT Contract – Catholic Charities)**
- Participates in the intake and screening of patients for tentative evaluation of patients and their problems;
- Participates as a team member in individual, group and family therapy;
- Provides social work services to help patients adjust to their disabilities and social environment;
- Refers clients to other governmental and non-governmental agencies;
- Coordinates various activity and treatment programs with other social agencies;
- Compiles case studies, recording pertinent information;
- Participates in team visits to patients’ home;
- Plans with the community mental health team and with community agencies to relate the patient’s treatment and rehabilitation program to his social situation prior to his discharge;
- Collects and maintains appropriate data from various sources such as professional staff and patients’ families to establish an overall approach to the solution of patients’ mental and social problems.

**Staff Psychiatrist – Shared w/ MH Clinic & PROS**

**Psychiatric Nurse Practitioner – Shared w/ MH Clinic**

**PROS**

**Mental Health Program Coordinator (Shared Position w/ SPOE/Case Management)**
- Plans, develops, and oversees the implementation of policies and procedures to carry out outpatient mental health services to clients of the program(s) supervised;
- Assigns to and oversees the activities of subordinate staff members to ensure that units of services are provided according to plan;
- Evaluates performance of subordinate staff, oversees their clinical and professional development, interviews and selects replacements as needed, and performs a variety of administrative duties such as assigning caseloads, scheduling, approving vouchers and leave requests, and developing and monitoring budgets;
- As required, personally performs direct services to patients/clients of the program(s) commensurate with personal training and experience;
- Measures and evaluates program performance through the Utilization Review process and ensures quality of services through the Chart Review process;
- Personally completes or oversees completion of a variety of reports of a statistical and financial nature.

**Senior Social Worker**
Participates in the intake and screening of patients, evaluating and diagnosing the patient and problems;
- Participates as a team member in individual, group and family therapy;
- Provides clinical services to help patients adjust to their disabilities and social environment;
- Refers clients to other governmental and non-governmental agencies;
- Coordinates various activity and treatment programs with other social agencies;
- Compiles case studies, recording pertinent information;
- Participates in team visits to patients’ homes;
- Plans with the community mental health team and with community agencies to relate the patient’s treatment and rehabilitation program to his or her social situation prior to his or her discharge;
- Collects and maintains appropriate data from various sources such as professional staff and patients’ families to establish an overall approach to the solution of patients’ mental and social problems.

Social Work Assistant (2 Positions)
- Provides limited social work services to help patients/clients adjust to their illness or disabilities;
- Collects and maintains appropriate data from various sources such as professional staff and patients’/clients’ families to establish an overall approach to solution of psychological, medical, and social problems;
- Maintains information on community and health resources which can be utilized during the patient’s/client’s care and subsequent to his/her discharge;
- Participates in the process of transfer of patients/clients to other levels of care as appropriate;
- Works with private, voluntary and other public agencies to identify the availability of medical and mental health related community services;
- Reports to superiors regarding activities conducted and observations made of patient/client reactions;
- Consults with superiors regarding the handling of difficult situations occurring with patients/clients; and
- Prepares a variety of required written reports and casenotes regarding activities conducted and client/patient reactions.

Recreation Therapist
- Organizes and directs a variety of active and passive recreation activities such as sports, dramatics, music, social activities and games to be conducted both within and outside of facilities and centers in accordance with treatment plans or clients’ needs and interests;
- Recommends changes or modifications to recreation programs based on observations and evaluation of the programs against treatment goals;
- Makes arrangements for activities such as movies, live entertainment, special programs and group outings such as picnics, ball games and sightseeing;
- Arranges for and sets up equipment required for activities and personally participates in recreational activities to lead, motivate and assist groups and individuals to benefit from the programs;
- Serves as a member of a treatment or evaluation team for the purpose of providing advice and consultation on recreation services including recreation activities, recreation therapy, recreation education and leisure counseling;
• Reports progress of participants in recreation programs against treatment goals and, if required, recommends modifications to the plan or the establishment of special activities to better meet clients’ needs;
• Prepares written reports for members of the treatment team reflecting the participants’ reactions, progress or regression;
• Interviews clients and reviews their personal and/or medical records to determine their recreational interests and needs and to establish personal relationships.

Group Program Aide
• Assists professional mental health program staff members in the implementation of client/patient program activities and recreational groups;
• Under the supervision of professional program staff, carries out client specific activities including, but not limited to, preparing materials for group activities and working directly with clients/patients needing individualized attention;
• Oversees a group of clients/patients for short periods of time while professional staff members are otherwise engaged;
• Assists clients/patients with specialized personal affairs such as the making of phone calls and the running of errands;
• Assists in maintaining accurate client/patient attendance sheets and in following up on clients’/patients’ whereabouts on a daily basis;
• Assists program staff members to maintain stock of activities and craft supplies;
• Explains program activities to clients/patients and their families and encourages participation by individual attention and direction.

Registered Nurse
• Gives skilled nursing care and prescribed treatments to clients in their homes and clinics and may act as a nurse practitioner;
• Counsels and guides individuals and families toward self-help in recognition and solution of physical, emotional and environmental health problems;
• Coordinates plans for service with social workers, nutritionists, physical therapists, alcoholism counselors, physicians and other professional workers concerned with individual and family health care;
• Compiles and uses records and medical reports for evaluation and treatment planning of assigned cases;
• Teaches classes, addresses groups and participates in community planning related to nursing and health.

Staff Social Worker
• Participates in the intake and screening of patients for tentative evaluation of patients and their problems;
• Participates as a team member in individual, group and family therapy;
• Provides social work services to help patients adjust to their disabilities and social environment;
• Refers clients to other governmental and non-governmental agencies;
• Coordinates various activity and treatment programs with other social agencies;
• Compiles case studies, recording pertinent information;
• Participates in team visits to patients’ home;
• Plans with the community mental health team and with community agencies to relate the patient’s treatment and rehabilitation program to his social situation prior to his discharge;
• Collects and maintains appropriate data from various sources such as professional staff and patients’ families to establish an overall approach to the solution of patients’ mental and social problems.

**Staff Psychiatrist (1 Shared w/ MH Clinic & Forensic Services)**

**Compeer (1 Contract Coordinator)**
- Administers and organizes Compeer program;
- Recruits volunteers and matches with clients in need of positive, supportive relationships;
- Trains volunteers in interacting with clients;
- Coordinates outreach and fundraising activities;
- Produces reports as required.

**Alcohol & Substance Abuse**

**Alcohol Abuse Coordinator**
- Counsels alcoholics regarding psychiatric, medical, and social service programs and treatment available;
- Trains subordinate staff members in the prevention and treatment of alcoholism;
- Provides direct supervision to senior counselor staff;
- Performs research duties in evaluating existing alcohol treatment and rehabilitation programs;
- Plans, assigns, promotes, and coordinates a variety of special activities to stimulate public understanding of the problems of alcohol abuse;
- Contacts and works with appropriate authorities to facilitate the initiation of detoxification and related facilities in local hospitals and mental health institutions;
- Assists in the establishment of community alcoholic peer group facilities such as “half-way houses” and community residence;
- Works closely with law enforcement agencies, social services, and probation in providing referral services for alternative to incarceration programs and treatment of individuals so referred regardless of programs;
- Acts as liaison with and encourages client use of ongoing client directed programs such as but not limited to Alcoholics Anonymous and Al Anon;
- Keeps abreast of new developments, programs, and techniques in the fields of alcoholism prevention and rehabilitation.

**Staff Psychiatrist (1 + 1 Shared w/ General Psychiatry, Adult & Children MH Programs)**
- Renders psychiatric and neurological diagnostic service for patients utilizing the contributions of the psychiatric social worker and the clinical psychologist;
- Participates as a team member in conferences concerned with diagnosis and treatment of patients;
- Provides psychiatric treatment for patients, utilizing the assistance of psychiatric social worker and clinical psychologist;
• Contributes to the interpretation of methods and procedures to agencies responsible for carrying out the recommendations of the mental hygiene clinic in the community;
• Makes reports to practicing physicians about patients attending the clinic;
• Consults with community organizations and individuals relative to the treatment of patients;
• Engages in community mental health education;
• Develops and engages in such research projects as have met with official approval;
• Serves as Medical Director per State OASAS regulation for Hornell and Bath programs.

Physician/MD (1 PT Contract)
• Serves as Medical Director per OASAS regulations at Corning site;
• Reviews Treatment Plans;
• Member of Treatment Team.

Registered Nurse (3 Positions)
• Gives skilled nursing care and prescribed treatments to clients in their homes and clinics and may act as a nurse practitioner;
• Counsels and guides individuals and families toward self-help in recognition and solution of physical, emotional and environmental health problems;
• Coordinates plans for service with social workers, nutritionists, physical therapists, alcoholism counselors, physicians and other professional workers concerned with individual and family health care;
• Compiles and uses records and medical reports for evaluation and treatment planning of assigned cases;
• Teaches classes, addresses groups and participates in community planning related to nursing and health.

Senior Alcohol & Substance Abuse Counselor (4 Positions)
• Supervises and oversees the activities of Alcohol & Substance Abuse Counselors and directs the training of Trainees if they are also employed;
• Assigns clients to specific Counselors and Trainees and oversees the development and carrying out of appropriate treatment plans;
• Confers with Counselors and Trainees regarding treatment and progress of specific clients and discusses and approves changes in treatment plans;
• Oversees staff and client group scheduling and work flow to insure the highest degree of efficiency and effectiveness in delivering services to clients;
• Personally counsels individuals referred for services or refers such individuals to another more appropriate treatment modality which is available;
• Leads, co-leads as appropriate, or oversees the conduct of, education and/or therapy groups for alcohol and/or substance abuse clients and/or their family members, including those who are sober and/or drug free and are addressing problems related to living a sober and/or drug free life style;
• Directs case staffing sessions dealing with case presentations, treatment planning, and discussions of relevant clinical issues;
• Provides crisis intervention, consultation, and evaluation services, normally at one of the Department’s offices, to community organizations which request this service, specifically, local hospitals, law enforcement agencies, courts, probation and parole offices, departments of social services, etc.

Alcohol & Substance Abuse Counselor (1 + 1 PT Contract – Catholic Charities)
• Evaluates, develops treatment plan for, and counsels individuals referred for alcoholism and/or substance abuse or refers such individuals to another more appropriate treatment modality which is available;
• Evaluates and counsels family members and other significant persons who are being affected by another’s alcoholism and/or chemical dependency;
• Conducts and carries out educational groups for alcoholics and/or substance abusers and their family members covering such topics as the disease process, medical aspects of the disease, effects of the disease on the family, treatment and recovery, and support organizations such as Alcoholics Anonymous and Al-Anon;
• Conducts counseling groups for clients, and family members of clients, who are sober/drug free and are addressing problems related to living a sober/drug free life style;
• Actively participates in case staffing sessions dealing with case presentations, treatment planning, and discussion of relevant clinical issues;
• Makes educational presentations concerning alcohol and/or drugs and alcoholism/chemical dependency to such groups as schools, parents’ groups, hospitals, youth organizations, etc.;
• Provides crisis intervention and evaluation services to community organizations who request this service, specifically, local hospitals, law enforcement agencies, courts, probation and parole offices, Departments of Social Services, etc.;
• Maintains accurate and complete case records and performs client charting to conform to state regulations and to meet the Department’s Utilization Review Committee requirements.

Social Worker (1 Contract - Pathways)
• Participates in the intake and screening of patients for tentative evaluation of patients and their problems;
• Participates as a team member in individual, group and family therapy;
• Provides social work services to help patients adjust to their disabilities and social environment;
• Refers clients to other governmental and non-governmental agencies;
• Coordinates various activity and treatment programs with other social agencies;
• Compiles case studies, recording pertinent information;
• Participates in team visits to patients’ home;
• Plans with the community mental health team and with community agencies to relate the patient’s treatment and rehabilitation program to his social situation prior to his discharge;
• Collects and maintains appropriate data from various sources such as professional staff and patients’ families to establish an overall approach to the solution of patients’ mental and social problems.