

Personnel and Civil Service

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NOTICE OF VACANCY

Assisted Outpatient Treatment (AOT) Coordinator

Date of Issue: 09/25/2026. The work involves responsibility for administering and overseeing Assisted Outpatient Treatment (AOT) and Enhanced Voluntary Agreement (EVA) programs within the Tioga County Mental Hygiene Department in accordance with New York State Mental Hygiene Law and New York State Office of Mental Health guidance. The incumbent serves as the designee to the Director of Community Services for AOT and EVA programs and functions as a complex care expert, providing oversight and coordination of program operations. Duties include coordinating legal processes, drafting court petitions, conducting timely investigations, monitoring program utilization, and ensuring compliance with statutory requirements. The position requires considerable independent judgment in managing risk and implementing policies, where errors could result in legal noncompliance or adverse outcomes. Supervision is received from a Director of Community Services, with latitude for decision-making; the incumbent serves as the primary liaison among courts, attorneys, hospitals, providers, and OMH. Supervision of others is not a requirement of this position. The incumbent may be designated as the SPOA for community adults. Performs related duties as required.

The title of **Assisted Outpatient Treatment Coordinator** is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. A provisional appointment may be made for this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list. A criminal background check* is required.

Status: Provisional, pending successful completion of civil service requirements

Work Hours: Full-time, Monday – Friday (35-hour work week)

Salary: \$64,729 - \$74,727 annual (Management/Confidential); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan

Location: Tioga County Mental Hygiene Department

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency **and either:**

- a) Possession of a Master's degree in Social Work, Psychology, Forensics or a related human services field and two (2) years of full-time experience (or its part-time equivalent) in in community-based mental health, case management, or working with individuals with serious mental illness; **OR**
- b) Possession of a Bachelor's degree in Social Work, Psychology, Forensics or a related human services field and four (4) years of full-time para-professional experience (or its part-time equivalent) in community-based mental health, case management services, or working with individuals with serious mental illnesses.

Apply Online: <https://tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications will be accepted until the position has been filled.

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.