

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** DIRECTOR OF CHILDRENS SERVICES **GRADE:** 18

**TITLE ABBREVIATION:** DIR CHILD SERVS **TITLE NO.:** 6327

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** OA **FLSA CODE:** AD

**DEPARTMENT:** MENTAL HEALTH **DIVISION:**

**SUPERVISOR'S TITLE:** COMMISSIONER OF MENTAL HEALTH

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves development and implementation and supervision of Childrens Services for the Department of Mental Health. Incumbent provides consultation and education services and acts as liaison for coordination of services with public and private organizations. Work is performed under the general direction of the Commissioner of Mental Health. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Develop and facilitate the Childrens Services Planning Group and subcommittees for coordination and planning purposes;
2. Represents the Department on advisory and planning committees related to children and youth services;
3. Conducts needs assessments, develops grant proposals and identifies potential contract agencies;
4. Monitors assigned programs;
5. Conducts regularly scheduled group sessions;
6. Supervises the maintenance of records at the Mental Health Child and Family Clinic; prepares, reviews and approves reports for mental health services relating to children and families;
7. Provides consultation and education services to a variety of county and community based organizations;
8. Represents the department on the Interagency Council on Child Sexual Abuse.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Comprehensive knowledge of human and psychological development; thorough knowledge of professional social work standards; thorough knowledge of community organizations and group dynamics; good planning and problem solving skills; good resource development skills; ability to follow complex oral and written directions; ability to work effectively with public and private agencies and the general public; ability to present oral and written comments and speak clearly and concisely; ability to plan and supervise the work of others; initiative and resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Master's Degree in Psychology or Social Work and three (3) years of experience which shall have included program planning in a community based human service or mental health agency working with children and adolescents, one (1) year of which must have been in a supervisory capacity.

**Note: Your degree 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 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.**