

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: DIRECTOR OF CLINICAL SERVICES (MENTAL HEALTH) **GRADE:** 24

TITLE ABBREVIATION: DIR CLIN SEV (MNTL HLTH) **TITLE NO.:** 6302

JURIS.CL: C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: MENTAL HEALTH **DIVISION:**

NATURE OF THE WORK: The Director of Clinical Services (Mental Health) has the responsibility for planning, coordinating, and administering clinical mental health services provided by the Department of Mental Health.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-class position allocated to the competitive class of the classified service. The work involves supervising licensed clinics and other mental health clinical programs providing services to children, adults and geriatric populations. Work is performed under the general direction of the Commissioner of Mental Health with latitude allowed for independent decision-making. General supervision is exercised over the work of subordinate clinic and program directors.

TYPICAL DUTIES AND TASKS:

Assumes administrative responsibility for the operation of the mental health clinical services provided by Department of Mental Health staff through supervision of the assigned clinic directors and program directors;

Supervises the maintenance of records; prepares, reviews and approves reports for all mental health clinical services of the Orange County Department of Mental Health;

Develops recommendations for the annual county budget for all clinical services in the department to assure cost containment measures are defined and reviewed for each clinical program;

Responsible for the development, implementation, and monitoring of Quality Assurance, Utilization Review, and Continuous Quality Improvement programs for the department's clinical services;

Writes quarterly and annual reports concerning clinical services in the Department of Mental Health and is responsible for submission of all necessary statistics in a timely manner;

Administers and plans continuing education and training activities for the department's clinical staff;

Conducts studies and prepares reports in relation to clinical mental health issues to assess the need and adequacy of department clinical services;

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Conducts needs assessments and develops grant proposals as assigned and plans for long and short-term program development;

Participates as a member of the department's administrative and management teams;

Represents the department on advisory and planning committees related to mental health clinical services.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the scope of services provided and all functions of outpatient mental health clinics; thorough knowledge of the principals, practices, methods and procedures related to maintaining New York State licensure of outpatient mental health clinics; thorough knowledge of the basic principals of mental health treatment, including client's rights, and experience in clinical assessment and advocacy for persons with a mental illness; working knowledge of community programs that make referrals to, or receive referrals from, outpatient mental health clinics; ability to organize, direct and coordinate the work of others; ability to work within special environments including, but not limited to, correctional facilities; ability to prepare and present complex oral and written reports clearly and concisely; ability to establish working relationships with others; initiative, good judgement, tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Social Work, Psychology, Health Care Administration or a mental health related field and three (3) years experience administrating mental health programs, one (1) year of which shall have included supervision, management, or oversight of professional staff.

3/11/06

