

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: DIRECTOR OF MENTAL HEALTH PROGRAM SERVICES **GRADE:** 24

TITLE ABBREVIATION: DIR MH PROG SERV **TITLE NO.:** 6333

JURIS.CL: C **SALARY CODE:** 03 **EEO CODE:** 0A **FLSA CODE:** AD

DEPARTMENT: MENTAL HEALTH

NATURE OF THE WORK: The Director of Mental Health Program Services has the responsibility for planning, coordinating and administering Orange County's mental health program operation. The work involves monitoring programs providing service to children, adults, and geriatric populations.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-class position allocated to the Competitive Class of the classified service. 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 program personnel.

TYPICAL DUTIES AND TASKS:

Administers, coordinates, and supervises the mental health programs, as well as services by outside contract agencies;

Administers and plans educational public information programs regarding the mental health programs;

Determines the needs of the community in relation to mental health problems. Directs the mental health system in the assessment of consumer needs, identification of necessary resources, and the design, development, and implementation of mental health programs;

Serves as New York State Office of Mental Health's primary liaison. Coordinates all official requests from Office of Mental Health for annualized state funding for new programs, requests for shift funding from current programs to a new or other current programs, requests to modify current programs and to use any unspent money for priority one-time only costs;

Monitors, evaluates, and provides general administrative supervision to mental health agencies regarding compliance with New York State Office of Mental Health regulations, the New York State Mental Hygiene Law, and their overall effectiveness of the mental health programs and services they provide;

Assists in budget preparation, and capital program requests for all services designated for mental health;

Supervises the maintenance of records; prepares, reviews and approves reports for all mental health services;

Interrelates with public and private agency groups to assist in solving mutual problems and to develop improved services in the mental health field;

Facilitates and hosts workshops and arranges conferences to discuss mental health problems;

May, in the absence of the Commissioner or Deputy Commissioner of Mental Health, act in the administrative and legal role to order individuals experiencing a psychiatric emergency to be transported involuntarily to a local psychiatric hospital to be evaluated for hospitalization.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of services provided in the mental health field; thorough knowledge of the principal methods and procedures used in organizing and promoting mental health services; thorough knowledge of effective mental health treatment techniques; good knowledge of the basic principles and practices of community organization, mental health education, office management and public relations; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Master's Degree or higher in Social Work, psychology, counseling, nursing, rehabilitation or related field and two (2) years of experience in program development, clinical training or interdisciplinary coordination of services in a health facility, school, or a similar setting, 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.