

ORANGE COUNTY CLASS SPECIFICATION

TITLE: OUTPATIENT CLINIC DIRECTOR **GRADE:** 17
TITLE ABBREVIATION: OUT-PAT CLNC DIR **TITLE NO.:** 6477
JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** OA **FLSA CODE:** PR
DEPARTMENT: MENTAL HEALTH **DIVISION:** OUTPATIENT CLINIC
SUPERVISOR'S TITLE: DIR MH PROG SERV/DIR CHILDREN'S SERV

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating and supervising the various clinical and psychiatric social work services provided in a **licensed mental health clinic** operated by the Orange County Department of Mental Health. Work is performed in accordance with established policies and procedures and involves performing administrative and professional activities in conjunction with the various programs within assigned area of responsibility. Work is performed under the general **direction** of the **Director of Mental Health Program Services or the Director of Children's Services** with latitude for independent judgment in planning and meeting the objectives of the program. General supervision is exercised over the work of designated professional and clerical support personnel. Incumbents may be required to work evenings and/or weekends. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, coordinates and directs activities within assigned area of responsibility;
2. Establishes work standards and measurement criteria for the program and its staff, and ensures that standards are maintained through necessary performance evaluations and individual or group conferences;
3. Assigns cases to clinic's staff and participates in the intake and screening of new patients;
4. Participates in individual, group and family therapy, and may participate in team visits to patients' homes;
5. Functions as a team leader in conference designed for diagnosis and treatment of patients;
6. Participates in informational and educational community activities including speaking engagements to further community knowledge and the prevention of psychiatric disorders;
7. Works with other professionals and non-professionals in effort to identify and contact individuals in the community who need treatment but are unable or unwilling to seek treatment;

8. Participates in long range planning toward the development of better mental health programs;
9. Refers cases to other agencies and coordinates various activities and treatment programs with other governmental and non-governmental social agencies;
10. Evaluates training requirements for program staff, and ensures that the necessary training is provided either through in-house or outside resources;
11. Performs a variety of administrative duties such as, preparation of statistical reports, and establishments of a practical fee collection system.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, methods, procedures and practices of psychiatric social work, thorough knowledge of the functioning of community mental health facilities and the scope of services rendered; thorough knowledge of community resources and how to use them effectively; ability to work effectively with others; ability to organize, direct and coordinate the work of the various disciplines in an out patient mental health clinic; ability to prepare technical and informational data for administrative use; ability to analyze and evaluate reports of staff workers and make sound decisions; ability to supervise the work of the psychiatric social work staff; ability to organize and operate a program of training for new psychiatric social workers and an orientation program for other staff members; good judgment; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Doctorate Degree in Psychology and a license to practice psychology in the State of New York; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work **and** two **(2)** years of full time paid social work experience in a mental health setting, one (1) year of which involves the supervision of persons providing mental health services.

ADOPTED: 6/10/77

REVISED: 7/10/85

REVISED: 2/15/90

FORMERLY KNOWN AS OUT PATIENT CLINIC SUPERVISOR

EEO CODE UPDATE: 11/29/90

REVISED: 3/13/02

