

# Program Director - Personalized Recovery Oriented Services (PROS) Tompkins County

**Department:** Mental Health Department

**Classification:** Competitive

**Labor Grade:** 18

**Approved:** Reclass

**By:** AG, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

- (a) Social Worker, in possession of a master's degree in social work, and currently licensed as a licensed master social worker (LMSW) or licensed clinical social worker (LCSW) by the New York State Department of Education **AND** four years of experience in a program for the mentally ill, the developmentally disabled, or the chemically addicted, one year of which must have been in a supervisory capacity; **OR**
- (b) Graduation from a regionally accredited or New York State registered four year college or university with a bachelor's degree in nursing **AND** six years of experience in a program, for the mentally ill, the developmentally disabled, or the chemically addicted, one year of which must have been in a supervisory capacity; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) or (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**NOTE:** Experience with PROS program is preferable though not required.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional and administrative position involving planning, developing, evaluating and administering services as defined by the NYS Office of Mental Health for PROS (Personalized Recovery Oriented Services) program. This program's purpose is to provide a safe, supportive, and therapeutic environment where an individual with mental illness can explore, identify, and strive to achieve recovery from the disabling effects of their mental illness. The array of services, participant driven, will be developed based on individual need, wellness self-management, recovery goals, and will assist the individual in achieving personal life goals. The Program Director will be responsible for the development of the curriculum, ongoing recruitment within the community and providing educational services to the community as well as taking part in providing psychotherapy to individuals, couples, families and groups. The work is performed under the general supervision of the Mental Health Commissioner and involves the supervision of the PROS program which may include an employment specialist, professional social workers, mental health counselors, marriage and family therapists, community mental health nurses, other licensed professionals, social work interns, peer specialists and volunteers. The incumbent will perform all related duties as required with considerable autonomy and independent judgment in planning and carrying out the details of the work. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Oversees all aspects of a personalized recovery program and maintains the effective delivery of quality clinical services;
- Supervises the intake and screening of new clients, evaluation and diagnosis;
- Supervises assignment of cases, assessment, admission, referral, and discharge of clients into services that provide optimal support and treatment
- Develops, implements and reviews the operation and evidence based curriculum for the components of PROS: Rehabilitation and Support (CRS), Intensive Rehabilitation (IR), Clinical Treatment (CT) and Ongoing Rehabilitation and Support (ORS) services;
- Supervises the Vocational Rehabilitation component of PROS;
- Oversees the development and implementation of treatment through Individualized Recovery Plans and assessment of medical necessity;
- Oversees the development and implementation of program policies and regulations;
- Provides for in-service training of clinic staff to ensure high quality service;
- Responsible for staff recruitment, selection, orientation, training and supervision;

- Prepares and maintains a variety of records and reports pertaining to the administration and delivery of mental health services;
- Develops and implements the documentation of services, including oversight of the billing process;
- Monitors compliance of supervisees regarding all applicable Mental Hygiene Laws and Regulations including the NYS Regulations, Part 512 pertaining to PROS
- Provides community education and collaborates with other agencies in order to coordinate services and to optimize the utilization of the PROS program

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of community mental health services program planning, development, evaluation and administration;
- Thorough knowledge of current theories, principles and practices of psychotherapy; good knowledge of the functioning of community mental health facilities and of the scope of services rendered;
- Thorough knowledge of supervisory techniques, knowledge of evidence based clinical interventions;
- Ability to plan and supervise the work of others;
- Ability to communicate effectively both orally and in writing;
- Ability to provide effective face-to-face therapy;
- Ability to correctly appraise personal situations and make sound judgment concerning action required;
- Ability to establish and maintain cooperative working relationships with professionals, paraprofessionals, and volunteers from a variety of agencies;
- Empathy; good judgment; initiative; and tact are required personal characteristics
- The employee's physical and mental condition shall be commensurate with the demands of the position

Originally created 06/24/2015

P122.docx