

Director, Mental Health Clinic Tompkins County

Department: Mental Health Department
Classification: Competitive
Labor Grade: Management Grade 89
Approved: 12/12/78
Revised: 4/83; 6/91; 9/93; 6/18; 3/20; 1/21
By: LG, Deputy Commissioner of Human Resources
BBP Risk Factor: At Risk

MINIMUM QUALIFICATIONS: No later than the final filing date announced, the applicant must be a:

- (a) New York State licensed Psychologist **AND** possess at least two years of full-time paid 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) Social Worker in possession of a master's degree in social work and currently licensed as a clinical social worker (LCSW) by the New York State Department of Education **AND** must possess at least four years of full-time paid 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) Registered Nurse currently licensed as a Registered Nurse by the New York State Department of Education **AND** must possess at least four years of full-time paid 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**
- (d) Any combination of training and experience equal to or greater than that described in (a) or (b) above.

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

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

All applicants are required to possess a valid New York State Driver's License at the time of appointment and maintain such license for the duration of employment.

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

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 Clinic 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 will be developed utilizing evidence-based services. The Program Director will be responsible for the development of the quality improvements, ongoing recruitment within the community and providing educational services to the community as well as taking part in providing clinical oversight of psychotherapy to individuals, couples, families and groups. The work is performed under the general supervision of the Deputy Mental Health Commissioner and involves the supervision of the Clinic program which includes professional social workers, 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 the Clinic 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 Clinic

- Oversees the development and implementation of treatment through evidenced based practices 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 599 pertaining to Mental Health Clinics
- Provides community education and collaborates with other agencies in order to coordinate services and to optimize the utilization of the Clinic program.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of current mental health clinical practice where applicable;
- Thorough knowledge of the principles, practices and techniques of supervision;
- Thorough knowledge of dual diagnosis treatment;
- Working knowledge of the organization of community facilities and resources;
- Skill in the application of current clinical procedures and techniques of client care;
- Ability to plan and coordinate clinicians for the specialty clinical program/s assigned;
- Ability to supervise clinical personnel with general oversight and support from Clinic Supervisor or Director;
- Ability to communicate effectively orally and in writing and to establish and maintain cooperative working relationships;
- Ability to perform duties in accordance with Professional expectations; The employee must have the ability to perform duties in accordance with NYS OMH regulations.
- Regular and reliable full-time attendance, as scheduled and assigned, shall be a requirement of this position;
- Empathy for persons with emotional and mental health problems;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

Physical:

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen or otherwise be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations. The employee's ability to communicate (verbal or written) must be sufficiently adequate to enable them to understand and carry out detailed instructions. The employee must possess the knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations. In respect to the physical demands of this position, there may moderate visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role. As a result, the job could require a moderate level of visual effort. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment requiring moderate precision, manual dexterity, and operating knowledge/skill or otherwise demonstrate the ability to meet the requirements of the job. The risk of personal injury is minimal to moderate.

Mental:

Mental factors include the ability to multitask and prioritize. The employee will need to be able to synthesize program requirements into quality care services for clients affected by behavioral health issues. Mental focus and the ability to offer calm leadership during a crisis is required. The employee will need the aptitude to understand both regulatory requirements and clinical care decisions. The employee must possess a solid intellect and a good memory. It is necessary for an employee to keep track of a lot of client details. He or she must have the ability to concentrate and make fine discriminations. This work involves repeated and continuous exposure to distressing human situations.

Environmental:

Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. The work can occasionally result in moderate exposure to disagreeable conditions. The employee may occasionally work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job.

Originally created 12/18/78

D43