

# **PROGRAM DIRECTOR - DAY TREATMENT Tompkins County**

**Classification:** Competitive

**Labor Grade:** 88

**Approved:** 0

## **MINIMUM QUALIFICATIONS: EITHER:**

(a) Possession of a license or limited permit to practice psychology issued by the New York State Department of Education and two years of post-licensure experience in the practice of psychology; **OR**

(b) Possession of a current certificate or limited permit to practice social work issued by the New York State Department of Education and four years of social work experience in a community health program, one year of which must have involved the supervision of staff engaged in social work; **OR**

(c) Any equivalent combination of training and experience as described in (a) and (b) above.

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

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

This position involves responsibility or planning, developing, evaluating and administering a comprehensive mental health day program. An employee in this class identifies needs for services, oversees the development of functional programs and evaluates compliance with program objectives. The incumbent also provides direct service to clients and patients. Work is performed under the general direction of the Commissioner of Community Mental Health Services with wide leeway allowed for the exercise of independent judgement in planning and carrying out the details of the work. Supervision is exercised over the work of all subordinate staff. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Oversees and directs the administration of a comprehensive mental health day program;
- Maintains the effective delivery of quality clinical services;
- Provides direct clinical and treatment services to clients;
- Supervises the intake and screening of new patients, evaluating and diagnosing the patient and problems;
- Oversees the development and implementation of agency policies and regulations;
- Assists the Director in preparing annual budget;
- Provides for in-service training of clinic staff to ensure high quality service;
- Refers cases to other agencies and coordinates activities and treatment programs with other governmental and non-governmental agencies;
- Participates in staff recruitment and selection and arranges for orientation, training and supervision;
- Prepares and maintains a variety of records and reports pertaining to the administration and delivery of mental health services;

## **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Comprehensive knowledge of the principles, methods, procedures and practices of psychiatric social work;
- Comprehensive knowledge of the functioning of community mental health facilities in both a clinic and outpatient setting and the scope of service rendered;
- Thorough knowledge of community mental health services program planning, development, evaluation and administration;
- Thorough knowledge of community resources and how to use them effectively;
- Good knowledge of current sociological and psychological terminology and treatment methods;
- Working knowledge of budgeting, financial management and personnel administration;
- Ability to organize, direct and coordinate psychiatric social work services in both a clinic and an outpatient setting;
- Ability to plan and supervise the work of others;
- Ability to communicate effectively both orally and in writing;
- Ability to prepare and maintain financial records and reports;

- Ability to operate a computer terminal;
- Ability to perform close, detail work involving considerable visual effort;
- Physical condition commensurate with the demands of the position.