

DEPARTMENT: MENTAL HEALTH
CLASSIFICATION: NON-COMPETITIVE
APPROVED: AUGUST 5, 2014

FLSA Status: Exempt/Executive 1/4/2010

DIRECTOR OF COMMUNITY MENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Serves as Chief Executive Officer of the local governmental unit responsible for the Community Mental Health Services Programs, exercising general direction in the planning, coordination and operation of the mental health, developmental disabilities, alcoholism and substance abuse services provided within the community. Makes recommendations to the Community Services Board (including the establishment of facilities and control of services) towards attaining a comprehensive community mental health, developmental disabilities, alcoholism and substance abuse program. Supervises subordinate professional, administrative, sub-professional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Directs community mental health, developmental disabilities, alcoholism and substance abuse services, which may include contracts with other system service providers such as inpatient units in general hospitals, etc.;
2. Directs treatment of patients in services and facilities operated by the local government unit;
3. Plans, organizes and supervises the development of mental hygiene rehabilitation services and coordinates these mental hygiene services with other public and community agencies and groups;
4. Interprets activities to the community in promoting maximum use of mental health and developmental disabilities services;
5. Provides community education in promoting the maximum use of mental hygiene services;
6. Prepares an annual report of the programs under his or her direction including fiscal accounting;
7. Develops and conducts studies related to the promotion and prevention of public information in the broad areas of all mental health services;
8. May, on appointment of the Commissioner of Mental Hygiene, serve as a member of a regional mental health advisory committee;
9. Makes staffing and budgeting recommendations to Community Services board for immediate and long-range programming;
10. Encourages planning, development and expansion of preventative rehabilitative and treatment programs in the field of mental health and developmental disabilities including the establishment of facilities for these purposes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the modern theory and practice of psychiatry; thorough knowledge of medical and social psychology, psychopathology, psychotherapy, and the function and pertinent pathology of the nervous system; working knowledge of current administrative practices in the community mental health field; ability to develop, organize and supervise the short-range and long-range plans for the provisions of mental health and developmental disabilities services in a specific geographic area; ability to plan, organize and supervise services designed to prevent psychiatric disabilities and to promote care, treatment and training appropriate for this purpose; physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS: Candidates must possess one of the following:

1. Shall be a physician licensed to practice medicine in New York State who shall be deemed board certified or board eligible in psychiatry, neurology, pediatrics; **OR**
2. Shall be a psychologist who is currently licensed as a psychologist by the New York State Education Department; **OR**
3. Shall have obtained a Master's Degree in social work and is currently licensed as a certified social worker by the New York State Education Department; **OR**
4. Shall have obtained a Master's Degree in psychiatric mental health nursing and shall be licensed by the New York State Education Department as a registered nurse; **OR**

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DIRECTOR OF COMMUNITY MENTAL HEALTH SERVICES CONTINUED

5. Shall have obtained a Master's Degree in rehabilitation counseling, psychology, social work, public health administration, public administration, hospital administration, business administration or other equivalent degrees as determined by a curriculum reviewed and approved by the New York State Education Department.

AND THE FOLLOWING:

1. Must have obtained a degree or degrees from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; **AND**
2. Shall have had at least five (5) years of progressively responsible clinical and/or administrative experience in a governmental, private, not-for-profit or proprietary program providing services for people who have a diagnosis of mental illness, developmental disabilities, alcoholism or substance abuse. At least two (2) of the five (5) years shall include functioning in an administrative capacity for the management of a program in which the candidate was responsible for the overall direction and control of an identifiable organizational unit or program.

NOTE:

When a local government unit appoints a Director of Community Services with an administrative degree as defined in Paragraph (5), they shall also designate a senior level clinician with responsibilities for supervision of clinical services. Such designee shall have a clinical degree and licensure or certification in addition to demonstrable clinical work experience.