

ASSOCIATE PLANNER (MENTAL HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for reviewing and assessing the operation of all existing and proposed multiple service mental health delivery systems, including acute and ambulatory clinics, day treatment programs, and rehabilitation programs, as part of the licensing and certification process to assess their effectiveness in meeting existing and anticipated patient requirements. These assessments are based on surveys and analysis of service indicators, projected caseloads, and trend factors. Recommendations are made to management and program staff as to whether or not existing services should be continued or restructured, and if new proposed services should be approved for licensing and/or certification. Responsibility also involves the preparation and advocacy of the certification of need (CON) approval process with the Health Systems Agency and the State Office of Mental Health to meet their requirements. This involves extensive inter-agency contact and knowledge of the mental health service delivery system. Supervision may be exercised over a small number support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews trends in the field of mental health, existing and potential community resources and regulatory impacts assess current service delivery and to develop planning strategies and target service areas in need of restructuring or development;

Reviews proposals for the certification of new and existing mental health programs, ventures or services and determines their viability relative to overall strategy, available resources, and guidelines set by the New York State Office of Mental Health;

Reviews Federal, State and local legislation to determine present and future impact on the operation and funding of mental health services as well as on its planning and development activities;

Performs studies and reviews all agency requests for certification and/or licensure and makes recommendations based on need, capability, space allotment, duplication of service, and cost;

Acts as liaison and coordinates all agency relationships with Federal, State and local Health Service Agency with respect to the approval process for licensure, certification and recertification to provide services;

Conducts studies to establish the planned utilization of available mental health resources and generates reports indicating their effectiveness in meeting existing and anticipated patient requirements;

Prepares planning documents which identify service indicators, projected caseloads and trend factors and the feasibility of attainment within realistic cost and resource parameters, as well as assessing ultimate effectiveness;

Participates in the planning developing and implementing of automated information and reporting systems and assists in the formulation of the same for intra-divisional use;

EXAMPLES OF WORK: (Cont'd.)

Participates in the preparation of grant applications for funds made available to mental health providers by governmental agencies and private foundations;

Maintains liaison with various health care and regulatory agencies and organizations to keep abreast of trends within the mental health field;

Attends meetings, conferences and seminars as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and techniques of social and economic analyses as applicable to mental health planning; good knowledge of the principles of public health administration; good knowledge of modern trends in the field of mental health and the regulations affecting the delivery of services in a community setting; familiarity with automated systems and reporting techniques; ability to interpret trends, changes and phenomena as they relate to the delivery of mental health services, and the impact on the community; ability to communicate with professional and non-professional employees and individuals, both orally and in writing; sound judgment; resourcefulness; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) 4 years experience in planning, planning research or economic and social research in the health care field; or (b) a Master's Degree* public administration, or a health or mental health discipline may be substituted on a year for year basis for the experience listed in (a); or (c) a satisfactory equivalent combination of training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.