

## CENTER ADMINISTRATOR - CMH (Spanish Speaking)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Patient Care Services, an incumbent of this class manages, organizes, supervises and administers the staff and operations of one of the direct service components of the Office of Community Service Operations to ensure the delivery of mental health services in accordance with New York State Mental Hygiene Laws which governs the delivery of service and operations of mental health clinics. The duties require proficiency in both Spanish and English, providing interpretive and information services. Responsibilities include formulating and implementing manual and clinical goals and/or objectives for the center, interpreting and administering departmental policies and procedures, recruiting, training and evaluating staff and overseeing fiscal, organizational and programmatic operations. Work involves establishing and maintaining relationships with community agencies, other County departments, local committees and organizations and New York State representatives. Supervision is exercised over professional and clerical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both Spanish and English;

Manages and administers an area multi-purpose Community Service Center which provides quality clinical services including diagnostic evaluations, mental health treatment, and referrals in compliance with New York State Mental Hygiene Laws;

Formulates and implements fiscal and clinical goals for the Center which are consistent with the overall objectives of the Westchester County Department of Mental Health;

Directs all fiscal, personnel and organizational activities to ensure the Center is providing quality services to the community with the greatest efficiency;

Organizes and delegates clinical operation tasks including case flow, medication, client charts, equipment, maintenance, etc. to ensure the continued operation of the clinic;

Recruits, trains and evaluates professional and clerical staff to establish and maintain educated and quality personnel;

Manages and schedules Center's staff to ensure proper clinic coverage at all times;  
Oversees fiscal operations of the clinic that includes fee collection, billing, accounting, and bookkeeping activities;

Supervises the preparation of periodic statistical, financial and production reports on the operations of the center;

EXAMPLES OF WORK: (Cont'd)

Devises and implements a system of utilization review to ensure that appropriate treatment and documentation is provided as dictated by New York State guidelines;

Establishes and maintains strong relationships with County, State, voluntary and private providers of services to provide for the most immediate and efficient treatment of patients;

Provides public education, information and referral services to consumers, county departments, non-mental health agencies and professionals, private and voluntary agencies;

Provides assessment, treatment and crisis intervention for a small caseload of patients and handles emergencies in the absence of assigned staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge and experience in the principles and techniques used in providing and coordinating delivery of mental health services; good knowledge of the techniques used in developing budget and preparing license and registration applications; good knowledge of community organization and resources; good knowledge of community organization and resources; ability to evaluate programs and services; ability to work cooperatively with administrative and professional level personnel; ability to supervise the work of others; ability to read, speak and listen to the Spanish language at a level sufficient to pass a Spanish Language Proficiency test; ability to communicate effectively in English, both orally and in writing; initiative; tact; good judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree\* in Public Administration, Health Care Administration, or in a mental health discipline recognized by New York State Mental Hygiene Regulations and four years experience in the provision of direct services in a mental health care setting including two years of supervisory experience in a community mental health service.

\*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.