

CENTER ADMINISTRATOR - CMH

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Program Development II (Community Service Operations), an incumbent of this class manages, organizes, supervises and administers the staff and operations of one of four community service centers in Westchester County (Mount Kisco, Mount Vernon, Peekskill, or Yonkers) to ensure the delivery of mental health services in accordance with New York State Mental Hygiene Laws which govern the delivery of service and operations of mental health clinics. 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)

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 which includes fee collection, billing, accounting and bookkeeping activities;

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

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

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

EXAMPLES OF WORK: (Cont'd)

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;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge and experience in the principles and techniques used in providing and coordinating the delivery of mental health services; 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 effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Certification as a Qualified Mental Health Professional (QMHP) according to New York State Mental Hygiene regulations (e.g., LCSW-R, CRC, RN, CASAC, etc.), a Masters degree* in Psychology, Public Administration, Public Health, Social Work, Nursing or a related Mental Health Discipline and four years experience where the primary function of the position was in the provision of treatment in a mental health setting including or supplemented by two years of supervisory experience in a community 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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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Job Group: XIII