

DIRECTOR OF COMMUNITY SERVICE OPERATIONS - CMH

GENERAL STATEMENT OF DUTIES: Coordinates all activities and services of the CMHB mental health services program at the Westchester Medical Center and mental health contract agencies; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Mental Health and Hospital Services, is administratively responsible for the coordination of all activities and services of the CMHB mental health services program, at the Medical Center and mental health contract agencies. Responsibility also includes assuring that the operation of the CMHB program of service is conducted in accordance with established policy and procedures. Supervision is exercised over a number of administrative and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Establishes and maintains necessary liaison between the Director, CMHS, other CMHS staff and the administration of the Westchester Medical Center and mental health contract agencies to insure compliance with New York State rules and regulations governing reimbursable programs;

Organizes the direct operational aspects of the program in conjunction with hospital personnel through delegation of functions and duties to unit supervision in each service component;

Maintains organizational statements of mission, unit strengths and personnel rosters;

Maintains formal means of accountability with each service component for all fiscal, personnel, purchasing and data control matters as they pertain to the CMHS program;

Monitors a system of responsible accounting, including budget and internal controls, as established by the Deputy Director for Fiscal Administration - CMHS;

Prepares in coordination with the associate director for Fiscal Services at the Medical Center, the formal annual State and County budget submission and modifications with necessary supporting forms;

Reviews and acts for the Director on reports to or from authorized auditing and/or funding agencies;

Develops and maintains on-going relationships with all inspecting and/or funding agencies, and with State facilities to coordinate their services with those of the Medical Center and the mental health contract agencies;

Prepares and issues standards for patient care and record keeping in conjunction with the Medical Center, and conducts or provides for their maintenance through required in-service training and utilization review activities;

EXAMPLES OF WORK (continued):

Participates in meetings of local and State professional associations and activities;

Provides adequate public and community information regarding available service.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and techniques used in coordinating the delivery of mental health services in a hospital setting; good knowledge of the techniques used in developing budgets and contracts; ability to work cooperatively with other high level personnel; ability to supervise the work of others; initiative; tact; good judgment; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and either (a) completion of an approved Master's Degree* program in mental health administration, public administration, public health or health care facilities administration, personnel or business administration, plus six years of administrative experience, four of which must have been at a supervisory managerial level in a large public health, hospital or mental health agency; or (b) seven years of administrative experience of which four must have been at a supervisory managerial level in a large public health, hospital or mental health agency; or (c) a satisfactory equivalent combination of the foregoing training and experience, four of which must have included the specialized experience as stated in (a).

*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.