

DIRECTOR OF DIVISION (COMMUNITY SERVICE OPERATIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Office of Community Service Operations, an incumbent of this class is responsible for directing, planning, developing, and coordinating mental health services on an out-patient basis. Supervision is exercised over a number of staff psychiatrists, psychologists, social workers and auxiliary personnel. Performs related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the clinical care of the patient population in accordance with NYS regulations;

Supervises and participates in the diagnosis and treatment of patients within area of responsibility to ensure quality of service to all patients;

Recommends new services seen desirable or necessary in the realization of program goals and objectives;

Participates in research projects, as appropriate, to keep abreast of new developments in the field;

Insures implementation and compliance to regulatory requirements related to patient services;

Participates in the selection, evaluation, and recommendation of personnel for professional and auxiliary staff;

Formulates and implements in-service training programs for staff;

Acts as psychiatric consultant to other divisions of the Department or other County Departments, such as Health, Social Services and Probation;

Represents the program before professional, governmental, community boards and groups as required;

Makes periodic, comprehensive reports of activities within area of responsibility;

May participate in the development of the annual budget to insure adequate resources in support of program objectives;

Provides emergency consultation for new patients or patients in crisis and psychiatric consultation for the courts;

Provides pharmacotherapy for patients seen in psychotherapy by non-medical clinicians.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive professional knowledge of the practice of psychiatry; thorough knowledge of current psychiatric treatment and trends; thorough knowledge of current practices in community psychiatry; ability to do psychotherapy, including that applicable to the behavioral problems of children; ability to work cooperatively with allied professional groups; ability to supervise and instruct other staff members; ability to develop good community relations; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved medical school* and completion of an approved internship and an approved three year residency in psychiatry or neurology, and three years experience in a clinical setting that utilizes the integrated services of psychiatrists, psychiatric social workers, and clinical psychologists, at least two years of which included some supervisory experience.

SPECIAL REQUIREMENT: Possession of a license to practice medicine in NYS and possession of a valid certificate in psychiatry issued by the American Board of Psychiatry and Neurology.

*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.