

DIRECTOR OF MENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner or Deputy Commissioner of Community Mental Health, an incumbent of this class is responsible for the direction and management of all activities and services of the mental health system in Westchester County, including contract agencies, county and state programs. An incumbent works to ensure there are sufficient and appropriate providers of mental health services to meet the needs of the mentally ill population. Additionally, incumbents are responsible for ensuring the delivery of services conforms with and is conducted within the parameters of established departmental policies and procedures and mandates of the NYS Offices of Mental Health (OMH), Alcohol and Substance Abuse Services (OASAS) and Services for People with Developmental Disabilities (OPWDD). Supervision is exercised over a number of programmatic, fiscal and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops and articulates policies and sets operational goals and objectives for mental health services, alcohol and substance abuse services and services for people with developmental disabilities;

Establishes and maintains necessary liaison between the Commissioner, DCMH staff and mental health, alcohol and substance abuse and developmental disabilities contract agencies and state programs to insure compliance with New York State rules and regulations governing reimbursable programs;

Serves as the department liaison with the regional OMH, OASAS and OPWDD in the coordination of fiscal and contract management related services;

Supervises, reviews and approves major operational matters in contracted facilities including licensure, annual budgets, program plans, personnel changes and staffing patterns;

Develops and negotiates service contracts with outside vendors and County Departments for review and approval of the Law Department and Board of Acquisition and Contract,

Implements and monitors service contracts to ensure compliance to terms and agreements, coordinates modifications to meet changing needs, and monitors costs;

Maintains formal means of accountability with each service component for all regulatory, fiscal, personnel, purchasing and data control matters as they pertain to DCMH programs in coordination with the with the Commissioner and Deputy Commissioner;

Supervises the preparation of annual Federal, state and county budget submissions in coordination with the with the Commissioner and Deputy Commissioner;

Oversees the preparation and submission of Federal and state aid applications, annual reports and grant applications in accordance with required procedures;

Develops and implements administrative procedures to insure compliance to county and departmental policy and financial goals and objectives;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Prepares and issues standards for client care and general record keeping and conducts or provides for their maintenance through required in-service training and utilization review activities;

Assists facilities and state institutions in obtaining technical assistance for plans and operations, including expertise in program planning, obtaining and using data and administrative and fiscal management;

Assists the Commissioner and Deputy Commissioner in the determination of new programs and recommends approval or disapproval to the Commissioner based on the needs of the community;

Develops and maintains on-going relationships with inspecting and/or funding agencies and state offices to coordinate their activities with those of the voluntary mental health contract agencies and direct county operations;

Initiates direct compliance with and acts upon inspection reports, audit reports or evaluation findings received from county, state or Federal funding and/or inspecting agencies;

Attends and participates in meeting of local and state professional associations and activities;

Provides staff assistance to the DCMH advisory structure as required;

Recommends time scheduling and directs the process of program planning, including the development of agency goals and objectives;

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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of principles and techniques used in coordinating the delivery of mental health services; thorough knowledge of the organization and operation of the mental health services program including fiscal, budget, personnel, purchasing and data control functions; good knowledge of the techniques used in developing budgets and contracts; good knowledge of the principles and practices of public administration as they apply to mental health services administration; good knowledge of New York State rules and regulations as they apply to reimbursable programs at mental health contract agencies; ability to work cooperatively with other high level personnel; ability to supervise the work of others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree* in a mental health clinical discipline, mental health administration, public administration, public health, health care administration or business administration and six years of experience in a planning or managerial capacity, four of which must have been in a supervisory position performing work in or for a hospital, public health or mental health agency serving mentally ill adults and/or seriously emotionally disturbed children.

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State department of Education 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.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

West. Co.
J.C.: Competitive
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Job Class Code: E0354
Job Group: XVI