

DIRECTOR OF PROGRAM DEVELOPMENT II (COMMUNITY SERVICE OPERATIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner, the incumbent of this class is responsible for coordinating all activities and services of the DCMH mental health services program. The incumbent develops policies, programs and procedures for the Community Service operations of DCMH in conformity with County, State and Federal laws and regulations. Supervision is exercised over a number of administrative and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Manages the direct operation aspects of the community service program through assignment of functions and duties to center administrators and clinical directors;

Establishes and maintains formal relationships in order to provide direct care services for clients in cooperation with other County departments.

Establishes and maintains formal relationships in order to provide the criminal justice system with necessary services, including services for the Probation Department, TASC services, workshops for abusers, various evaluations required by the court system, and other projects as assigned;

Establishes and maintains necessary liaison between the department, contract agencies, state facilities and other providers of direct services to the mentally disabled to insure an integrated service delivery system;

Prepares letters of agreement with providers of service in both the public and private sectors;

Prepares and issues for the Commissioner standards for patient care and record keeping and provides for their maintenance through required in-service training and utilization review activities;

Participates with the Director of Administration in developing the annual budget for community service operation and completes the required reports; develops procedures with the Director for ensuring formal accountability for all fiscal, purchasing, data control and personnel matters related to community service operations;

Ensures proper completion and timely submission of service tickets and necessary verification documentation;

Maintains organizational statements of missions, unit strengths and personnel roster;

Obtains all necessary registrations and certifications;

Provides community information and referral services;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Addresses or participates in meetings of lay, professional and community groups, as required;

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 of the principles and techniques used in coordinating the delivery of mental health services; good knowledge of community organizations and resources; good knowledge of the techniques used in developing budgets and contracts; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to work cooperatively with other high level personnel; ability to supervise the work of others; initiative; tact; good judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and six years of supervisory experience where the primary function of the position was in the provision of direct services in a mental health care setting, two of which must have been at an administrative level

SUBSTITUTION: Satisfactory completion of a Master's Degree* in mental health administration, public administration, public health or health care facilities administration, or in a clinical mental health field may be substituted for two years of the above stated general experience. There is no substitution for the two years of specialized experience.

*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.