

DIRECTOR OF PSYCHIATRIC INSTITUTE

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this class is responsible for the on-going administration of the Psychiatric Institute to insure proper management and effective operation in the delivery of psychiatric acute care services, crisis intervention, outpatient services, and alcoholism treatment services. Supervision is exercised over a large number of supervisory, technical and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and coordinates the day-to-day administration and operation of the Psychiatric Institute and its services in the delivery of patient care;

Insures that the standards and codes regulating the quality of health care set forth by the various accreditation boards and regulatory agencies are maintained;

Conducts special administrative studies and prepares staff reports;

Coordinates the activities of the support services with direct patient care services;

Acts as a liaison and coordinates all division relationships with federal, state, and local mental health agencies;

Develops and implements management and operational techniques to improve services;

Conducts investigation of complaints or problems and takes corrective action;

Develops, implements and maintains systems and procedures to insure cost control within budgeted allocations for staffing, equipment and supplies;

Recommends changes in overall administrative policies to more effectively carry out hospital programs and procedures;

Reviews and administers all contracts with assigned divisions within the Institute;

Administers all grants;

Participates in the preparation of those portions of the annual Hospital budget related to the Psychiatric Institutes and related statistical reports;

Participates in meetings and conferences to keep abreast of ongoing developments in the area of psychiatric and hospital care;

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

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive).

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of organizational and administrative processes and techniques as they apply to hospital administration; thorough knowledge of the standards, regulations that govern the operation and the delivery of psychiatric acute care and patient services; ability to coordinate the work of the various service departments into a smoothly functioning whole; ability to deal effectively with a variety of administrative, clerical and service personnel; ability to delegate responsibility effectively; ability to effectively communicate, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; initiative in recommending needed policy review or revision; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years experience where the primary function of the position was in hospital administration, two of which must have included the coordination of the delivery of psychiatric acute care services.

SUBSTITUTION: Possession of a Master's Degree* in Social Work, Psychology, Counseling, Hospital, Public, or Business Administration may be substituted for two years of the hospital administrative experience, but not for the two years which must have included the delivery of psychiatric acute care services.

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 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.