

HEALTH CARE ADMINISTRATOR (MENTAL RETARDATION INSTITUTE)

GENERAL STATEMENT OF DUTIES: Assists in the administration of the Mental Retardation Institute under the Westchester County Medical Center; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision the incumbent of this position is responsible for planning, directing and coordinating all of the administrative and management functions at the Mental Retardation Institute, with particular emphasis on those teaching functions supported by grant funding. This involves determining the objective of the training program, the involvement of the various disciplines associated with the program, coordination with the participated universities and professional agencies, and establishing evaluation standards and procedures. Responsibility also involves the preparation of reports and statistical information required by the preparation of reports and statistical information required by the funding agencies. Supervision is exercised over a large number of professional, technical and clerical support staff.

EXAMPLES OF WORK (Illustrative Only)

Participates in the formulation of policies and procedures for the Mental Retardation Institute and implements approved policies within an assigned area; Insures that Mental Retardation Institute is in conformance with standards and codes established by regulatory agencies;

Supervises section heads, providing professional leadership and expertise in the development of service programs, training programs, and interdisciplinary cooperation;

Participates and contributes supportive documentation for the preparation and renewal of grants and other fiscal reports;

Coordinates the activities of assigned area with others both at Mental Retardation Institute and the WCMC;

Performs liaison activities with community service agencies, the public and other teaching facilities associated with the Mental Retardation Institute clientele;

Participates in and develops professional conferences, meetings and workshops;

Participates in planning groups, advisory board meetings and professional committees dealing with mental retardation and developmental disabilities;

Keeps abreast of the latest developments in the field of mental retardation and publishes professional papers based on developments made at the MRI;

Provides professional consultative services in the area of expertise, as required;

Performs related administrative duties to insure optimum client services.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the modern practices and techniques in the care and treatment of the mentally retarded and developmentally disabled, with particular emphasis in one of the four following specialized professional fields: Psychology, Social Work, Nursing or Communicology; thorough knowledge of the organization and operation of the Mental Retardation Institute and the particular service needs of its client populations; good knowledge of the techniques used in the planning, development and application for grant funds supportive of programs for the mentally retarded (M.R.) and developmentally disabled (D.D.); good knowledge of the State, Federal and local regulations governing the care and treatment of the M.R. and D.D.; ability to teach and train students and other professionals in modern techniques used in the care and treatment of the M.R. and D.D.; ability to coordinate the activities of several professional disciplines in a unified care and treatment program; ability to supervise the work of others; ability to deal effectively with governmental agencies, community service agencies, the public, professional judgement and professional expertise; administrative ability; initiative; tact; good judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a regionally accredited or New York State registered university and a Master's Degree* in either Social Work, Psychology, Nursing or Communicology and four years experience in the care and treatment of the mentally retarded or developmentally disabled, two of which must have been at the supervisory level and must have involved the training of students in a recognized program.

SPECIAL REQUIREMENT: Candidates' credentials must be reviewed and approved by the National Health Service Administration prior to appointment. Must possess an appropriate license issued by the State of New York in the field of specialization.

*SPECIAL NOTE: Education beyond the secondary 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.