

PROGRAM ADMINISTRATOR (CLINICAL SERVICES FOR YOUTH)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent develops, analyzes and monitors programs designed to meet the needs of youth who have or are in danger of developing emotional and/or behavioral disorders. This class assists clinical or treatment agencies and groups, which service youths who are experiencing or developing emotional and/or behavioral disorders, in the development of proposals including program goals, objectives and evaluative mechanisms, which will qualify them for state funds. In addition, incumbents in this class monitor programs funded, develop training programs for agencies engaged in the delivery of these services to youth and their families and acts as a clinical consultant. Incumbents exercise independent judgment with respect to program goals and client needs, which necessitates extensive knowledge of clinical treatment modalities, techniques of treatment and the theoretical constructs upon which treatment services are based. Frequent contacts and field visits with the public and agencies serviced are involved in order to perform the class's consultative and program responsibilities. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists agencies and/or community groups in the development of proposals aimed at providing treatment services to youth;

Provides technical assistance and professional clinical consultation to treatment programs;

Develops management objectives for each program to be included as part of the contract for agencies receiving funds;

Monitors agencies receiving County funds to determine contract compliance, by means of reports submitted and site visits ;

Develops training programs for agencies involved in the delivery of clinical services to youth and their families;

Develops pilot programs, proposals and activities which address the needs of the youth of the county who are experiencing emotional and/or behavioral disorders;

Addresses community groups on services provided and/or youth related needs and services;

Prepares required reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the social and psychological factors contributing to mental, emotional and social maladjustments; thorough knowledge of clinical treatment and practice as applied to youth experiencing emotional and/or emotion disorders; thorough knowledge of community organizations and resources associated with providing services to youth with emotional and/or behavioral disorders; ability to identify critical program problems and to formulate realistic solutions, integrating them into ongoing operations with minimum disruption; ability to establish and maintain professional relationships; ability to communicate effectively both orally and in writing; ability to comprehend written factual and interpretive materials; ability to support recommendations both orally and in writing; imagination; integrity; resourcefulness; good professional judgment; tact; creativity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree* in social work, rehabilitation counseling or psychology and three years of post graduate experience providing individual, group or family treatment services for youth, two years of which must have been at an administrative, supervisory or consultative level.

SPECIAL NOTE: Two years of the foregoing experience must have been gained in a psychiatric hospital, mental health clinic or other clinically oriented social work agency or educational facility.

*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.