

PROGRAM ADMINISTRATOR (COMMUNITY MENTAL HEALTH EDUCATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent promotes, plans and coordinates educational programs on mental health, mental retardation, substance abuse and alcoholism within the professional and lay community. The incumbent is responsible for the development, execution and performance of the Community Mental Health education program, providing information about the mental disability field, the resources available and programs to further the public education goals of the department. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, develops and administers the community mental health education program for the County;

Acts as educational consultant to non-mental health professionals on mental disability issues;

Develops and implements training programs in the community for the detection and referral of mental health programs;

Works with schools and universities to implement educational courses in mental health and addiction for under-graduate and continuing education programs;

Develops and conducts in-service training programs for mental health professionals, in County-operated or contract agency facilities;

Represents the department in all matters relating to mental health education and information with voluntary agencies and other government bodies;

Plans and directs citizen involvement in public education programs on mental disabilities;

Conducts seminars on mental disability issues for professional and lay persons;

Develops printed materials for public education program;

Works with the media for in-depth coverage of mental disability issues;

Prepares a resource directory of educational materials on all aspects of mental and addiction disabilities;

Acts as advisor to the Commissioner on latest developments in the field of mental disabilities;

Designs special projects to promote community understanding on mental disability issues.

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REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the fields of mental health, mental retardation, substance abuse and alcoholism; good knowledge of the practice of public education and its administration; good knowledge of learning theory applicable to mental health education; good knowledge of mental health programs and trends at national, state and community levels; ability to communicate effectively; ability to establish and maintain cooperative relations with professionals and officials; ability to communicate effectively both orally and in writing; initiative; tact; good judgment; physical condition commensurate with the responsibilities of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) five years of administrative, counseling or educational experience in either public health education, a human resources agency dealing in mental disorders or educational system; or (b) a Master's Degree* in Social Work, Psychology, Mental Health Administration, Public Health, Public Administration, or Educational Administration and four years of the specialized experience as described in (a); or (c) a satisfactory equivalent combination of the foregoing education and 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 Department of Education as a post-secondary, degree-granting institution.

West. Co.
J. C.: Competitive
MML596

Job Class Code: C1681
Job Group: XII