

## PROGRAM ADMINISTRATOR (MENTAL HEALTH COURT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent is responsible for administering a program which provides jail diversion for individuals with serious mental illness who have been arrested on non-violent felony charges. The incumbent establishes and coordinates a broad network of government and non-profit service providers in order to provide the integrated delivery of a variety of services needed by the participants in the Mental Health Court. Incumbent monitors compliance to treatment programs and maintains extensive liaison with county and state departments, as well as with community agencies. In addition, incumbent assists in the long-term planning of the Westchester County Department of Community Mental Health by ensuring that the impact of the Mental Health Court on the mental health system is taken into account when planning for future service development. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Sets program goals and objectives in conformance with Westchester County Department of Community Mental Health and New York State Office of Mental Health requirements for the operation of the Mental Health Court;

Develops and implements overall policies, procedures and standards for direction of the program;

Acts as a liaison to State Forensic Psychiatric Centers where psychiatric evaluations are conducted to ensure that mentally ill individuals who are charged with non-violent felony crimes have the opportunity, when appropriate, to participate in the Mental Health Court so they can work towards psychiatric recovery rather than face incarceration only;

Monitors all assigned contractual treatment programs to ensure compliance with local and State laws and regulations and the terms of their contracts with the Mental Health Court in order to ensure that the programs are comprehensive, client centered and well integrated in the community;

Assists in planning for service development as a result of the impact of the Mental Health Court on the existing resources of the mental health system. Incumbent helps identify areas where services and/or programs need to be expanded in order to meet the needs of those individuals determined by the court to be high need, high risk and incumbent facilitates access to those services;

Facilitates planning meetings in collaboration with judicial staff, community stakeholders and mental health providers to ensure effective implementation and operation of program;

In collaboration with judicial personnel, establishes goals and recommends resource allocations for services as well as to develop alternative approaches/strategies to agency goals, achievements and problem situations;

EXAMPLES OF WORK: (Cont'd)

Researches new programs, identifying models that have proven effective elsewhere, and explores resources for the development of said programs using resources such as the Center for Court Innovations, the National GAINS Center for People with Co-occurring Disorders and Criminal Justice Mental Health Consensus Project to ensure that the department is using the best practices while serving the participants of the Mental Health Court;

Facilitates the participation of individuals suitable for participation in the Mental Health Court by working closely with the agencies authorized to assess individual's mental condition for suitability of participation in mental health court according to established criteria. If individual is already in custody, assessment will be conducted by the Department of Corrections Mental Health Services. When not in custody, assessment is conducted at one of the Department of Community Mental Health Community Service Centers;

Coordinates and integrates efforts by establishing a network of community support programs and various educational, vocational and housing programs to ensure the comprehensiveness, continuity of care and availability of programs;

Prepares for the Commissioner, written standards for participation in the Mental Health Court and communicates the standards to operating staff of outside agencies through appropriate means, e.g., memoranda, in-service training; institutes and maintains compliance systems. Incumbent works with the New York State Office of Mental Health and the Ulster County Forensic Project to develop a training curriculum for court personnel as well mental health providers, recipients and their families;

Prepares, submits and delivers in accordance with administrative policies and procedures, verbal and written correspondence and reports to Mental Health Department management and the New York State Office of Mental Health to advise the status of the operation of the Mental Health Court for the purpose of assessing its efficiency and efficacy;

Keeps abreast of recent developments, changes, innovative and creative techniques and programs within the mental health field through community meetings, professional networks, journals and academic associations;

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 organizational and administrative processes and techniques particularly as applied to psychiatric rehabilitative programs, mental health treatment services and rehabilitative vocational services; good knowledge of the operations of mental health treatment facilities; good knowledge of administrative, reporting and control procedures and techniques associated with budget, personnel, and statistical reporting; good knowledge of the theories and philosophies applicable to mental health service; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to work cooperatively with professional and non-professional personnel; initiative and creativity on recommending policy review or revision and developing procedural changes to improve and economize program services; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; good judgment; initiative; resourcefulness; tact, physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in social work, psychology, mental health, nursing or closely related field, and four years experience where the primary function of the position was in provision of services to individuals with mental illness, two years of which must have involved intervention services.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards a Master's Degree in the fields of study listed above may be substituted on a year for year basis for the general experience. There is no substitution for the 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.

SPECIAL REQUIREMENT: Possession of a valid driver's license to operate a motor vehicle in New York State.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered when evaluating experience.