

DIRECTOR OF COMMUNITY MENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Serves as the Chief Executive Officer of Cattaraugus County's Community Mental Health Programs, exercising general direction in the planning, coordination, and operation of the mental health and mental retardation services provided within the community. Makes recommendations to Mental Health Board (including the establishment of facilities and control of services) toward attaining a comprehensive community mental health and mental retardation program. General direction over professional, administrative, paraprofessional, and clerical staff is exercised through an Administrative Officer. A Director of Community Mental Health Services does related work as required.

TYPICAL WORK ACTIVITIES:

- Directs community mental health and mental retardation services, including the inpatient units in general hospitals;
- Directs treatment of patients in services and facilities provided by the mental health agency;
- Plans, organizes, and supervises psychiatric rehabilitation services;
- Coordinates mental health services with other authorized public health agencies and groups;
- Interprets activities to the community in promoting maximum use of mental health and mental retardation services;
- Provides an annual report of the programs under his direction, including a fiscal accounting;
- Conducts studies related to the promotion of mental health and mental retardation services or the prevention of psychiatric disorder;
- My, on appointment of the Commissioner of Mental Hygiene, serve as a member of a regional mental health advisory committee;
- Makes staffing and budgeting recommendations to Mental Health Board for immediate and long-range programming;
- Encourages the development and expansion of preventive, rehabilitative, and treatment programs in the fields of mental health and mental retardation, including the establishment of facilities for these purposes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the modern theory and practice of psychiatry; a thorough knowledge of basic psychiatric sciences, community psychiatry, medical and social psychology, psychopathology, psychotherapy, and the functions and pertinent pathology of the nervous system; the ability to develop, organize, and supervise the short-range and long-range plans for the provisions of mental health and mental retardation services in a specific geographic area; the ability to plan, organize, and supervise services designed to prevent psychiatric disabilities and to promote care, treatment, and training appropriate for this purpose; a knowledge of current administrative practices in the community mental health field; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Pursuant to Title 14 *New York State Code of Rules and Regulations*, Part 102:

Section 102.1 Qualifications. (a) *Appointment.* Each director of community mental health services appointed prior to January 1, 1973 may continue as the director of community services and he shall be eligible for reappointment in that county or appointment in any other county.

(b) *Requirements for appointment.* Each new director of community services appointed on or after January 1, 1973 shall meet the following requirements:

- (1) He shall be a physician licensed to practice medicine in New York State who shall be deemed board qualified or board eligible either as a psychiatrist or as a neurologist by the American Board of Psychiatry and Neurology; or as a pediatrician by the American Board of Pediatrics; or as a specialist in public health administration by the American Board of Preventative Medicine. In addition, he shall have had at least five years of progressively responsible experience working in programs for the mentally ill, mentally regarded or the alcoholic. Of these five years, at least two years must have been in an administrative capacity, or
 - (2) He shall be a psychologist who is a certified psychologist in accordance with article 153 of the Education Law and who has a Ph.D. from an accredited university and shall have had at least five years of progressively responsible experience working in programs for the mentally ill, mentally retarded, or the alcoholic. Of these five years, at least two years must have been in an administrative capacity, or
 - (3) He shall be a psychiatric social worker who is certified by the New York State Education Department in accordance with article 154 of the Education Law and who has an MSW from an accredited university and shall have had at least seven years or progressively responsible experience working in programs for the mentally ill, mentally retarded, or the alcoholic. Of these seven years, at least two years must have been in an administrative capacity.
- (c) If the director of community services, as part of his responsibilities, is to serve as director of a facility, he must meet the specific qualifications required to serve as director or such facility.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 7/17/90

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