

PROGRAM DIRECTOR (Clinical Services)

DISTINGUISHING FEATURES OF THE CLASS: This is professional and supervisory work involving responsibility for administering and supervising the psychiatric services of a community mental health/mental retardation program. The work includes wide latitude for independent action and programming and involves the supervision of subordinates. A Program Director (Clinical Services) does related work as required.

TYPICAL WORK ACTIVITIES:

- Participates in the intake and screening of new patients (making an evaluation in all areas except psychological and medical);
- Participates in individual, group, and family therapy;
- Participates as a team member in conferences designed for diagnosis of and treatment of patients;
- Participates in informational and educational community activities to further community knowledge and the prevention of psychological disorders;
- Participates in team visits to patients' homes;
- Works with other professionals and non-professionals in exploring the community to find individuals who need treatment but are unable or unwilling to seek treatment;
- Participates in long range planning toward the development of better mental health programs;
- Participates in campaigns to stimulate interest in the prevention and detection of mental illness including storefront collaboration with other social services, home visiting, family programs, aftercare, and referral systems in participation with other professionals and non-professionals;
- Refers cases to other agencies and coordinates various activities and treatment programs with other governmental and non-governmental social agencies;
- May direct in-service training of other professional and para-professionals, relating the contributions that social work can give to an inter-disciplinary treatment team.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the principles, methods, procedures, and practices of psychiatric social work, of the functioning of community mental health facilities and the scope of services rendered, and of community resources and how to use them effectively; ability to work effectively with others; ability to organize, direct, and coordinate the services in a psychiatric clinic; ability to prepare technical and informational data for administrative use; ability to provide professional leadership of a high order; ability to analyze and evaluate reports of staff workers and make sound decisions; ability to plan and supervise the work of the staff; ability to organize and operate a program of training for staff; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A) Candidates must be a credentialed Alcoholism and Substance Abuse Counselor, Creative Arts Therapist, Marriage and Family Therapist, Mental Health Counselor Nurse Practitioner, Occupational Therapist, Pastoral Counselor, Physician, Physician's Assistant, Psychiatrist, Psychoanalyst, Psychologist, Registered Professional Nurse, Rehabilitation Counselor, Social Worker, or Therapeutic Recreation Specialist, or any other professional as defined in 14 NYCRR Section 587.4(d) and have one year of supervisory experience;

OR

- B) Other professional disciplines may be included as professional staff with the prior written approval of the Office of Mental Health, when individuals in such disciplines shall have specified training or experience in the treatment of individuals diagnosed with mental illness, pursuant to 14 NYCRR Section 587.4 (d) (3) and have one year of supervisory experience.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 6/28/01

Revised: 9/25/2015