

GENESEE COUNTY

DIRECTOR OF COMMUNITY MENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for serving as chief executive officer of the local governmental agency responsible for the community mental hygiene program, exercising general direction in the planning, coordination, and operation of the mental health, intellectual and developmental disabilities, alcoholism, and substance abuse services provided within the County. The Director recommends actions and policies to the Community Mental Health Board for the purpose of establishing and maintaining effective programs for meeting client needs in these areas. Supervision is exercised over subordinate professional, para-professional, administrative and clerical staff. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Serves as Chief Executive Officer of the County Mental Health department;
Employs and removes such employees with consultation with Human Resources;
Exercises general supervision and program monitoring over local services and local facilities;
Exercises general supervision over the treatment of patients who are receiving local and unified services or who are in local facilities;
Makes recommendations to the board for the provision of services and the establishment of facilities, including contracts and other matters necessary as desirable to ensure the effective direction and administration of a local comprehensive service system;
Creates and implements department policies for the department and those required by the County;
Oversees all services in the community within Substance Use, Mental Health and Developmental Disabilities;
Encourages the development and expansion of preventive, rehabilitation and treatment programs in the field of mental illness, intellectual and developmental disabilities and developmental disabilities; alcoholism and substance abuse;
Makes an annual report to the board and the legislature of the programs under the auspice of the local Mental Health Department, including a fiscal accounting;
Performs such activities as may be appropriate to planning, advocacy, service coordination and quality assurance of local services and local facilities;
Identify gaps of service delivery and solutions within the community;
Coordinates mental hygiene services with other authorized public health agencies and groups;
Collaborates with schools, hospitals, Department of Health, coalitions, religious establishments, advocacy groups, law enforcement, state agencies and provider organizations;
Interprets activities to the community in promoting maximum use of mental hygiene services and facilities;
May serve as a member of regional mental hygiene advisory committees or task forces;

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DIRECTOR OF COMMUNITY MENTAL HEALTH SERVICES

Page 2

Makes staffing and budgeting recommendations of the Community Mental Health Services Board for immediate and long range programming;
Serve as a board member to Integrity Partners for Behavioral Health, Inc.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the modern theory and practice of community mental health; thorough knowledge of current administrative practices in the community mental hygiene field; working knowledge of medical and social psychology, psychopathology, individual, group, and family psychotherapy; ability to develop, organize and supervise the short range and long range plans for the provision of mental hygiene services in a specific geographic area; ability to plan, organize, and supervise the development and ongoing operation of preventive, rehabilitative and treatment programs in the field of mental illness, intellectual and developmental disabilities and developmental disabilities, alcoholism, and substance abuse; tact, courtesy, integrity and good judgment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

CONTINUED.....

DIRECTOR OF COMMUNITY MENTAL HEALTH SERVICES

Page 3

MINIMUM QUALIFICATIONS:

EITHER:

A. Possession of a current valid license to practice medicine in New York State and board qualification or board eligibility as a psychiatrist or 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 Preventive Medicine. In addition, five years of full-time, paid experience working in programs for the mentally ill, mentally retarded developmental disabilities; alcoholism and substance abuse are required, two years of which must have been in an administrative capacity;

OR:

B. Certification as a psychologist in accordance with Article 153 of the Education Law, possession of a Doctorate in Psychology conferred by a university regionally accredited or registered by the New York State Education Department and five years of full-time, paid experience working in programs for the mentally ill, mentally retarded developmental disabilities; alcoholism and substance abuse, two years of which must have been in an administrative capacity;

OR:

C. Certification as a Social Worker in accordance with Article 154 of the Education Law, or possession of a Master's Degree in Social Work, Rehabilitation Counseling, Psychiatric Mental Health Nursing, Psychology, Public Health Administration, Hospital Administration, Human Services Administration, Business Administration, or other equivalent Degrees conferred by a university regionally accredited or registered by the New York State Education Department and five (5) years of full-time, paid experience working in programs for the mentally ill, mentally retarded developmental disabilities; alcoholism and substance abuse, two years of which must have been in an administrative capacity.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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DIRECTOR OF COMMUNITY MENTAL HEALTH SERVICES

Page 4

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class

Revised 7/12/73, 1/21/83, 2/26/87, 6/18/98, 12/29/98, 6/14/04, 10/12/04, 6/5/19, 4/24/24