

BEHAVIORAL HEALTH DIRECTOR

DEFINITION

Under administrative direction, oversees the planning, organization, direction and coordination of programs in Mental Health, including regional and County-wide treatment and community services for adults, children, adolescents, and older adult; oversees and manages the administrative and assists with the financial activities of the division; recommends, develops, implements and evaluates goals, objectives, policies and procedures related to these functions; coordinates services with other divisions, departments and outside agencies; and provides highly complex staff assistance to the Mental Health Director. This position also provides overall clinical supervision for employees of the Mental Health Department of Mono County who are licensed as mental health clinicians, or working towards clinical licensure. In addition to taking responsibility for the clinical integrity of work performed by Mental Health employees, this individual will also provide assessment, intervention and treatment to the most difficult clinical cases in need of mental health, substance abuse, or child abuse counseling services. This position will also oversee the afterhours crisis triage function of the Mental Health department and will perform administrative work as needed in support of the clinical functions noted above. This position also coordinates and supervises Alcohol and Drug Counselors delivering alcohol and drug treatment services and also serves as the Alcohol & Drug Administrator. Manages designated alcohol and drug treatment programs and takes a lead role in the delivery of specialized alcohol and drug treatment services.

DISTINGUISHING CHARACTERISTICS

This single position classification is distinguished from the Assistant Director of Mental Health in that the Assistant Mental Health Director has operational responsibility and supervision/management of assigned Mental Health services staff. This position has the responsibility for the day-to-day management of Mental Health services programs serving children, adolescents, adults and older adults within Mono County. Incumbents in this class must possess a Marriage/Family Therapist license, Clinical Social Worker license or Psychologist license. Incumbents must have been licensed for a minimum of three years; and must have at least five years of clinical experience in a public mental health or social services agency. Because this position coordinates and supervises Alcohol and Drug Counselors, this supervisory position includes responsibility for program compliance with technical, fiscal and regulatory requirements promulgated by the State Department of Drug and Alcohol Programs.

EXAMPLES OF DUTIES

1. Together with Director, manage, direct and coordinate the delivery of comprehensive County-wide treatment and community mental health programs.
2. Direct and coordinate the development of goals, objectives, policies and procedures to meet current and project community mental health needs.
3. Assist in the administration of the department budget; forecast the need for additional funds for staffing; equipment, materials and supplies; monitor operations in order to ensure the accomplishment of objectives within budget restrictions.
4. Identify department-wide administrative, operational and service delivery problems; develop, recommend, implement and evaluate solutions that comply with all laws and regulations and provide quality mental health care.
5. Ensure all services are coordinated with programs and services provided by other County Departments and related state and federal programs.

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6. Maintain professional affiliations, participate in educational programs; collaborate with other public and private hospitals, physicians and other providers, organizations, County departments, and community groups to foster a positive presence in the community.
7. Establish, facilitate and maintain effective communication between medical, professional, clinical and technical staff, including managers and staff in other local, state and federal agencies.
8. May appear before the Board of Supervisors and other state or federal bodies to present recommendations, plans, projects, objectives, goals and timetables.
9. Provides professional assessment, intervention and treatment to families and individuals in need of mental health, substance abuse, or child abuse counseling services. This is accomplished either directly, or via supervision of department

staff. Making sound psychological evaluations of all cases handled by the Mental Health Department, providing clear direction for development and implementation of treatment planning, case management and service provision.

10. Good working knowledge of the highest ethical standards with the ability to anticipate the potential impact of therapist actions on clients and families.
11. Capable of conducting individual, group and family therapy; capable of supervising others who provide such services.
12. Prepares case reports, maintains medical records that meet all State and Federal requirements. Participates in staff case conference meetings. Performs crisis interventions on a 24-hour basis.
13. Develops/presents training workshops on department programs to community groups and other agencies.
14. Assists the Mental Health Director in development of mental health and other service programs to meet the needs of the community.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and the FAX machine.

TYPICAL WORKING CONDITIONS

Work is generally performed in an office environment; frequent contact with staff and the public. Incumbent is subject to call-out after hours.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, trends, and literature of psychology, psychiatric social work, and marriage, family, child counseling
- Social, behavioral and developmental aspects of mental and emotional disorders
- Scope and activities of public and private health and welfare agencies
- Therapy techniques and trends
- Supervision of clinical staff engaged in mental health work
- Child development, mental disorders of children and the special needs of severely emotionally disturbed children
- Impact of culture and socioeconomic status on treatment issues
- Impact of physical, emotional and/or sexual abuse on treatment issues
- Principles of program development
- Principles of management and supervision of human services staff employed in a public agency
- Blending of disciplines to serve special populations (i.e. children's system of care)
- Principles and practices of organization, public administration, budget and personnel management
- Principles and practices of behavioral health care, including current trends in behavioral health care administration, policy, planning, finance and related issues
- Principles of financial administration, including public budgeting, reporting, health care reimbursement and alternative funding sources and strategies
- Laws, codes and regulations related to mental health services and care
- Conflict resolution and negotiation techniques
- Principles and practices of program planning and evaluation
- Legislative/regulatory analysis and community liaison practices

SKILL AND ABILITY TO:

1. Apply psychological principles in direct services work and in supervision of direct services staff
2. Apply psychotherapeutic techniques and other therapeutic interventions to specific situations; provide supervision to other staff in appropriate use of these techniques

3. Establish and maintain the confidence and cooperation of all persons contacted in the course of work
4. Secure, interpret and record accurate data; prepare clear and concise records
5. Interpret psychological and psychiatric reports; know boundaries imposed by incumbent's licensure and seek appropriate supervision if not qualified to make these interpretations directly
6. Maintain an objective and empathetic understanding of mentally and emotionally disabled
7. Think clearly and act calmly in a variety of situations
8. Provide clear leadership for clinical staff
9. Assist clinical staff to work together as a team
10. Maintain confidentiality; model appropriate interpretation of laws and regulations surrounding the practice of psychology for subordinates
11. Establish and maintain cooperative working relationships other departments, agencies, community groups and employees
12. Organize, direct, coordinate and evaluate the operations of a variety of community behavioral health programs
13. Identify and solve complex administrative, financial, clinical and operational problems; properly interpret and make decisions in accordance with appropriate laws, regulations and policies
14. Develop, implement and interpret objective goals, policies and procedures that meet standards for quality patient care and satisfy all applicable laws, codes and regulations
15. Speak effectively to diverse audiences, including clinical, professional, legislative and citizen groups.
16. Prepare clear, concise reports, policies, contracts and correspondence.
17. Supervise, train, evaluate subordinate staff; coordinate the activities of clinical, professional, technical, and clerical staff, contractors, and volunteer groups

Special Requirements:

- Possession of a valid California driver's license
- Education approved by California Board of Behavioral Science/Mental Health Examiners for issuance of either the MFT license or the LCSW license; OR education approved by California Board of Psychology for issuance of the psychologist license. Incumbent must have been licensed for at least three years in California.
- Education: Master's degree from an accredited college or university with major course work in clinical psychology, social work, nursing, public health, or a related discipline. And
- Experience: Five years of increasingly responsible administrative experience in the development of mental health care policy or provision of mental health services.