

## **DIRECTOR OF BEHAVIORAL HEALTH CLINICAL SERVICES**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional and managerial position responsible for the clinical and administrative operations of one of the clinical offices in the Department of Behavioral and Community Health (DBCH). Incumbents in this position will need to be able to work independently and provide leadership to the overall implementation and administration of the Office of Clinical Services. Incumbents may, at the request of the Deputy Commissioner, assume duties outside the scope of this office and act as his/her representative. Incumbents will be expected to be familiar with New York State Mental Hygiene Law and relevant regulations pertaining to one's area of responsibility. General supervision is exercised over the Clinical Unit Administrators of the Office of Clinical Services who then carry out the day-to-day operation of the respective programs. General direction is received from the Deputy Commissioner of DBCH.

The clinical offices include the following services:

Chemical Dependency Services: encompasses several units, including but not necessarily limited to the outpatient day rehabilitation services, forensic coordination, jail based mental hygiene services and chemical dependency assessment.

Mental Health Services: consists of several units, including the Partial Hospitalization Program and the Family Court Evaluation Unit.

Coordinated Services: consists of coordination of Housing/AOT/ACT, Children's Services, Intellectual and Developmental Disabilities Services and Prevention Services.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does preclude assignment of activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Assesses and develops programs and services related to the needs of the patient population;
2. Monitors and evaluates existing programs and services for residents of the community suffering from disabilities;
3. Prepares budgets, researches funding sources, writes grants and monitors fiscal expenditures;
4. Supervises professional and support staff;
5. Provides educational and training programs around specific mental hygiene topics activities;
6. Attends meetings with the Deputy Commissioner to exchange information and ideas with other division representatives;

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### **TYPICAL WORK ACTIVITIES:** (Cont'd)

7. Acts as a resource person in the area of mental health, chemical dependency, and intellectual and developmental disabilities in relation to other human service organizations and the community at large;
8. Collects data and prepares reports for the department and various state agencies;
9. Assists with development of the Local Governmental Plan;
10. May serve on a variety of committees in the health, mental hygiene and human services fields, providing information and seeking input into improving the delivery of behavioral health services;
11. Makes public appearances on issues related to behavioral health services and speaks to community service organizations and other human service provider agencies;
12. May act as the Director of Community Services as described in New York State Mental Hygiene Law 9.45.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern therapeutic methods, theories, and practices of modern social casework; thorough knowledge of the factors which contribute to social, emotional, and mental maladjustment and handicaps, and counseling techniques to treat such people; thorough knowledge of the various mental illnesses and how they manifest themselves in patients; thorough knowledge of the principles and practices of public administration; good knowledge of the services offered in a community mental health center such as crisis intervention, mental health counseling, services for the intellectually and developmentally disabled, client and services for the chemically dependent; good knowledge of the community support system; good knowledge of the principles and terminology of research methodology; ability to organize work and data and to prepare complex reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain contacts with human service agencies for the linkage of services provided to patients; ability to work effectively with people at all levels within the community; ability to maintain competency and keep abreast of latest developments in the mental hygiene field; good judgment; initiative; resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

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**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Current licensure as a Psychologist by the New York State Department of Education with specialized training in clinical psychology or counseling psychology and one (1) year of post-licensure experience in treating the mentally disabled;
- OR: (B) Current licensure as a Licensed Social Worker by the New York State Department of Education, or a Master's degree in social work from a program approved by the New York State Department of Education. In addition, the individual must have three (3) years of post-graduate experience in treating the mentally disabled;
- OR: (C) Possession of a Master's degree and current licensure as an Occupational Therapist by the New York State Department of Education and four (4) years of post-licensure experience in treating the mentally disabled;
- OR: (D) Current licensure as a Registered Professional Nurse by the New York State Department of Education. In addition, the individual must have a Master's degree in Nursing from a program approved by the NYS Department of Education and three (3) years of post-licensure experience in treating the mentally disabled;

**PLUS:** Four (4) additional years of post graduate or post-licensure professional administrative or supervisory work experience in a mental hygiene program.

**NOTES:**

1. For candidates qualifying under (B) through (D), graduation from a regionally accredited or New York State registered college or university with a doctorate in one of the above areas may be substituted for one year of postgraduate experience, however, in no case may this additional education be substituted for the required administrative or supervisory experience.
2. According to New York State Mental Hygiene Law, Section 1.03 (3), the term "mental disability" means mental illness, intellectual disability, developmental disability, alcoholism, substance dependence, or chemical dependence.

MH0103

ADOPTED: 09/14/83

REVISED: 09/05/91      12/11/92      04/27/01(Clinical Division Chief)      10/20/17