

CLINICAL UNIT ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional clinical and administrative position with responsibility for the implementation of the multi-disciplinary therapeutic treatment program offered at a unit in the Department of Mental Hygiene. Administrative duties involve the development and implementation of the therapeutic program at the unit, under the supervision of the Clinical Division Chief. Responsibility for specific areas of treatment such as speech, occupational and recreational therapy will be maintained by the appropriate professionals in those areas, with the unit administrator coordinating the delivery of services of the total therapeutic program. Evaluation of the treatment program is conducted regularly to insure the most effective utilization of staff and resources, both professionally and economically. Clinical duties involve ensuring that patients' needs are accurately assessed and effectively treated. Supervision to unit staff is provided in the development, implementation and evaluation of individual patient treatment plans. General supervision is received from the Clinical Division Chief, appropriate administrative personnel and the Commissioner of Mental Hygiene. Supervision is exercised over professional and paraprofessional staff within the unit.

TYPICAL WORK ACTIVITIES:

1. Under supervision of the Clinical Division Chief and with input from the unit staff, develops treatment programs of a unit and oversees the day-to-day operation of a unit;
2. As time permits and based on the needs of the unit, maintains an individual caseload, providing ongoing direct clinical treatment to patients, according to individual's respective discipline;
3. Provides clinical supervision to all professional and paraprofessional staff in the unit on an as-needed basis;
4. Must insure that all patients being served by the unit receive appropriate treatment;
5. Assigns and monitors the distribution of caseloads within a unit;
6. Periodically reviews patient's individual treatment plans to insure they are receiving appropriate treatment and recommends modifications in treatment plans on an as-needed basis;
7. Encourages the development of staff's professional skills by monitoring overall performance and recommending appropriate inservice training, etc.;
8. Responsible for staff's adherence to established rules and regulations concerning standards such as utilization review, patient's rights, legal status, and governmental;
9. Establishes goals and performance standards for staff members and conducts employee evaluations on the basis of those standards;
10. Counsels and disciplines, under the supervision of the Division Chief, employees who fail to meet performance standards;
11. Provides administrative supervision to all staff of the unit (except clerical) regarding time-off requests, work assignments, etc.;
12. Must provide for adequate clinical coverage of the unit at all times that the facility is serving patients;
13. Oversees the maintenance of physical location of a unit, insuring the proper maintenance of building and grounds;
14. Acts as liaison to the community to encourage patients' positive acceptance and participation in the community at large;
15. Conducts staff meetings;
16. Attends divisional meetings to advise Division Chief on needs and progress of the unit;
17. May prepare preliminary budget requests for submission to Division Chief;
18. May serve on various committees within the department or represent Division Chief on an as-needed basis, by attending Executive Council meetings, etc.;
19. Does related work as required.

CLINICAL UNIT ADMINISTRATOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the individual's particular mental hygiene discipline; thorough knowledge of the factors which contribute to social, emotional and mental maladjustment and handicaps and of counseling techniques to treat such people; good knowledge of the services offered in a community mental hygiene center such as continuing treatment services, crisis intervention, mental health counseling and services for the alcohol and substance abuser; good knowledge of the principles and practices of administration; good knowledge of the community support system and resources available; good knowledge of the principles and practices of supervision; good knowledge of the principles and practices of research methodology; working knowledge and appreciation of the skills, functions and expected results from each clinical discipline within the unit; administrative ability; ability to motivate both patients and staff in personal and professional growth; ability to organize work and data and to prepare written and oral reports; ability to communicate effectively, both orally and in writing; ability to work effectively with people at all levels within the department and the community; ability to maintain competency and keep abreast of latest developments in the mental hygiene field; ability to coordinate and supervise the activities of numerous employees from diverse educational and experimental backgrounds, who are performing a variety of functions in pursuit of a common goal; ability to assess treatment needs of patients and establish treatment goals to meet those needs; good judgment; initiative; resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Current licensure as a Psychologist by the New York State Department of Education and one (1) year of post-licensure experience in treating the mentally disabled;
- OR: (B) Current licensure as a Certified 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 in Rehabilitation Counseling from a program approved by the New York State Department of Education and current certification by the Commission on Rehabilitation Counselor Certification and three (3) years of post-graduate experience in treating the mentally disabled;
- OR: (D) Possession of a Master's degree in Occupational Therapy and current licensure as an Occupational Therapist by the New York State Department of Education and three (3) years of post-licensure experience in treating the mentally disabled;
- OR: (E) 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: Two (2) additional years of post-graduate or post-licensure professional work experience in a mental hygiene program which shall have involved some clinical supervision of students, paraprofessionals or professionals in the field of mental hygiene.

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NOTES:

1. Candidates qualifying under (E) may also qualify if they possess a Bachelor's degree in nursing from a program approved by the New York State Department of Education and five (5) years of post-licensure experience in treating the mentally disabled.
2. For candidates qualifying under (B) through (E), 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 two years of experience in clinical supervision.
3. According to New York State Mental Hygiene Law, Section 1.03 (3), the term "mentally disabled" includes the mentally ill, mentally retarded, developmentally disabled, alcoholic, or substance dependent.

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ADOPTED: 09/14/83

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08/16/00

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