

## CLINICAL PROGRAM DIRECTOR

### 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 their respective Clinical Office. Incumbents may, at the request of the Deputy Commissioner, assume duties outside the scope of this office and act as his/her representative or designee. Incumbents will be expected to be familiar with New York State Mental Hygiene Law and relevant New York State regulations pertaining to one's area of responsibility. General supervision is exercised over each Clinical Program Manager within one's scope of Office, who then carries out the day-to-day operation of their respective program. General direction is received from the Deputy Commissioner of DBCH.

DBCH Behavioral Health Clinical Offices include the following:

#### Coordinated Services

#### Forensic 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 for residents related to the needs of the patient population;
2. Monitors and evaluates existing programs, contracts, and services for residents of the community suffering from mental disabilities;
3. Prepares budgets, researches funding sources, writes grants and monitors fiscal expenditures;
4. Supervises professional, paraprofessional, and support staff;
5. Provides educational and training programs around specific mental hygiene topics;
6. Attends meeting with the Deputy Commissioner to exchange information and ideas with other division representatives;
7. Acts as a resource person in the area of mental health, chemical dependency, and intellectual and developmental disabilities in relations 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 the development of the Local Government Plan;
10. May serve on a variety of committees in the health, mental hygiene, and human services field, 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 organization and other human service provider agencies;
12. May act as the Director of Community Services as described in New York State Mental Hygiene Law, or as designated by the Deputy Commissioner of DBCH.

**CLINICAL PROGRAM DIRECTOR** (Cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES:**

Thorough knowledge of evidence-based therapeutic methods, theories, and practices of clinical casework; thorough knowledge of the factors which contribute to social, emotional, and behavioral health and intervention techniques to treat such individuals; thorough knowledge of the various mental illnesses and how they manifest themselves in patients' presentations; 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, supports related to intellectual and developmental disabilities, and chemical dependency; 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 the latest developments in the mental hygiene field; personal characteristics necessary to perform the duties of the position; 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 direct work experience in a behavioral health setting; and an additional two (2) years of post-licensure professional work experience in administrative management of a clinical program, which also shall have involved direct clinical supervision of professional and paraprofessional staff in mental health;
- OR:            (B)       Current licensure as a Clinical Social Worker by the New York State Department of Education and three (3) years of post-licensure direct work experience in a behavioral health setting; and an additional two (2) years of post-licensure professional work experience in administrative management of a clinical program, which also shall have involved direct clinical supervision of professional and paraprofessional staff in mental health.

NOTE: For candidates qualifying under (B), graduation from a regionally accredited or NYS registered college or university with a doctorate in social work may be substituted for two (2) years of postgraduate experience in a behavioral health setting; however, in no case may this additional education be substituted for the two (2) years of experience in administrative management and clinical supervision.

ADOPTED:    07/12/21 (Clinical Division Chief)