

## **DIRECTOR OF BEHAVIORAL HEALTH DIVERSION SERVICES**

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

This is a professional position responsible for the coordination of consultative and educational activities in the field of mental hygiene for the staff of the Dutchess County Department of Behavioral and Community Health (DBCH), contract agency staff and the community at large. The incumbent oversees all student/internship training within the Department, supervises HELPLINE, and directs the Trauma Team. This position directs the privileging of DBCH professional staff and chairs the Privileging Committee. Supervision is exercised over professional and clerical support staff involved in consultation and education programs. The incumbent in this position sits on the Department's Executive Council and works under the general supervision of the Commissioner of Behavioral and Community Health.

### **TYPICAL WORK ACTIVITIES:**

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

1. Identifies the training and educational needs of DBCH staff and its contract agency staff in the public mental hygiene system;
2. Coordinates the development, procurement or execution of training programs to meet the educational needs of the DBCH staff and its contract agency staff in the public mental hygiene system;
3. Directs all reporting and record keeping of consultation and educational activities engaged in by the staff;
4. Designs programs for human service providers to teach their staff how to deal more effectively with persons with mental hygiene issues;
5. Responds to any educational need in the community on mental hygiene issues;
6. May be involved in procurement of grants and budgeting for special programs;
7. Directs the Trauma Team; supervises the mental health workers on the Critical Incident Response Team (CIRT);
8. Oversees the Dutchess County HELPLINE, the Department's 24-hour crisis counseling, information, referrals and clinic appointment service; supervises the Unit Administrator whose responsibilities include the day to day operation of HELPLINE, discharge planning, national suicide prevention hotline and the Hudson River suicide prevention bridge phones;
9. Supervises the student internship programs which includes the APA Accredited Pre-Doctoral Psychology Internship; serves as the liaison between the Department and schools placing master level social work interns and undergraduate psychology students;
10. Represents the Department on various community agency committees;
11. Monitors Inpatient Units at local psychiatric hospitals through data collection and meetings;
12. Represents the Department on the county-wide Emergency Preparedness Task Force.

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

Thorough knowledge of training principles, practices and procedures to provide training in Child Abuse and Neglect for Mandated Reporters, Police/Mental Health Training, and OMH Disaster Training; thorough knowledge of the basic principles, practices and terminology of the mental health and chemical dependency profession; good knowledge of the principles of grantsmanship, including grant sources and funding; good knowledge of the structure, composition and psychology of community agencies, particularly those concerned with mental hygiene issues; good knowledge of current literature and sources of information pertaining to ongoing progress in the field of mental hygiene; working knowledge of the principles of budgeting; ability to supervise and train others; ability to establish and maintain effective working relationships with people; ability to communicate effectively, both orally and in writing; ability to write clear and accurate reports and records; ability to organize work effectively; good judgment; initiative and creativity; tact and courtesy; physical condition commensurate with the demands of the position.

**DIRECTOR OF BEHAVIORAL HEALTH DIVERSION SERVICES** (Cont'd)

**MINIMUM QUALIFICATIONS:**

- EITHER (A) Current licensure as a Physician by the New York State Department of Education and certification or eligibility for certification from the American Board of Psychiatry and Neurology;
- OR: (B) Current licensure as a Psychologist by the New York State Department of Education, with specialized training in clinical psychology or counseling psychology and one year of post-licensure experience in treating the mentally disabled;
- OR: (C) Current licensure as a Licensed Clinical Social Worker by the New York State Department of Education. In addition, the individual must have three years of post-graduate experience in treating the mentally disabled;
- OR: (D) 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 years of post-graduate experience in treating the mentally disabled;
- OR: (E) Current licensure as an Occupational Therapist by the New York State Department of Education and four years of post-licensure experience in treating the mentally disabled;
- OR: (F) 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 New York State Department of Education and three years of post-licensure experience in treating the mentally disabled.

**PLUS:** One (1) additional year 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.

**NOTES:**

1. Candidates qualifying under (F) may also qualify under the following combinations of education from a program approved by the New York State Department of Education and post-licensure years of experience in treating the mentally disabled:  
  
Bachelor's degree in nursing and four years of experience.  
Graduate of three-year nursing program and five years of experience.  
Graduate of two-year nursing program and six years of experience.
2. For candidates qualifying under (B) through (F), 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 post-graduate experience, however, in no case may this additional education be substituted for the one year 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.

MH0106

ADOPTED: 03/18/82

REVISED: 09/14/83      04/17/85      12/11/92      08/11/08  
03/13/09 (Director of Consultation and Education)      01/01/2017