

MENTAL HEALTH DEPUTY DIRECTOR

DEFINITION

Under general direction of the Mental Health Director, the Deputy Director provides assistance to the Director in planning, organizing, and management of the daily operations of the Mental Health Department. Coordinates and supervises clinical and administrative programs. Assures compliance with applicable community standards of care, County regulations and procedures, State and Federal laws and other regulatory requirements.

DISTINGUISHING CHARACTERISTICS

This is the senior administrative position in the department and reports to the Mental Health Director. This position is responsible for the quality of all assigned administrative functions of, and clinical services provided by the Mental Health Department as well as any contracted mental health services.

REPORTS TO

Director of Mental Health

CLASSIFICATIONS DIRECTLY SUPERVISED

May supervise one or more of the following positions: Mental Health Program Chief; Quality Assurance Coordinator; Mental Health Services Act Coordinator; Mental Health Therapist I, II, III; Behavioral Health Therapist I, II, III; Community Care Case Manager; and all other clinical and/or administrative staff as assigned by the Mental Health Director.

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EXAMPLES OF DUTIES

- Manages and directs the daily activities of the Administrative and Clinical divisions through appropriate delegation, managerial support, and work supervision.
- Develops administrative policies and procedures; oversees management studies and reviews and evaluates changes in and applications of statutes and regulations.
- Plans, prioritizes and assigns tasks and projects; directs the development of performance standards, approves promotions and terminations.
- Counsels, trains and coaches staff; monitors work, develops staff skills, and evaluates performance; identifies training needs and provides training for staff.
- Directs financial operations; prepares individual program budgets; develops and maintains expenditure records; oversees the preparation of cost reports, invoices, billing, payroll and procurement; investigates sources of revenue; develops and administers contracts and grants; assures that appropriate accounting and auditing controls are applied.
- Establishes and maintains liaison with internal and external agencies involved with the budgetary and financial operations of the department.
- Monitors operations and procedures; evaluates department issues, and recommends and implements solutions; develops and approves recommendations for improving the department's operations and processes; develops long range plans for the department; assures that strategic goals are reached.
- Develops, evaluates and implements department goals, objectives, policies and procedures; develops systems and standards for program evaluation, and assures departmental activities are in compliance with all laws policies, regulations and goals.
- Manages the personnel operations of the department; consults with managers, reviews and approves personnel actions; supervises maintenance of personnel records and preparation of payroll records.
- Manages the information systems functions of the department.
- Conducts research and strategic planning functions; analyzes trends and makes recommendations for staffing adjustments and personnel assignments; directs department projects including grants and capital projects
- Directs the preparation of reports which summarize and forecast department financial activity and financial position; reviews department's financial status and revenue trends.
- Resolves problems, creates solutions, and assures the quality of the department's work products.

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EXAMPLES OF DUTIES - continued

- Serves as information source and liaison between the department and various organizations and agencies; serves on committees, task forces and other groups.
- Analyzes information system trends and issues; monitors system performance, resolves concerns and problems of user community; interprets concerns, defines desired results, and recommends direction of new I.S. Strategies.
- Assures functionality, compatibility and stability of Information Systems.
- Meets regularly with supervisors to offer support and guidance; analyzes and evaluates issues and proposals, and recommends and implements solutions.
- Meets regularly with Program Managers for program updates; analyzes and evaluates issues and proposals, and recommends and implements solutions.
- Maintains expertise in field or service through participation in applicable education opportunities.
- Maintains and enforces all aspects of confidentiality of client information, monitors compliance to the standards of the Privacy Act of 1974 {U.S.C. § 552A} as amended.
- Develops and enhances cooperative professional relationships with local community agencies.
- Maintains expertise in field of service through participation in applicable educational opportunities.
- Provides consultation and training to other organizations in the community on mental health issues; conducts presentations and training to county staff and general public to introduce and communicate the roles and functions of the mental health programs.
- Acts in the place of the Director's in his/her absence or as assigned.

TYPICAL PHYSICAL REQUIREMENTS

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

TYPICAL WORKING CONDITIONS

Work is usually performed in an office or community environment; continuous contact with staff and the public. Crisis intervention services may require working in a hospital setting or County jail. This position may require routine driving throughout the county and occasional driving outside the county to various sites.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Knowledge of principles, practices, and trends in public administration, leadership, and management.
- Knowledge of county, state and federal laws, statutes, rules, ordinances, codes and regulations.
- Knowledge of the County's and the department's policies and procedures.
- Knowledge of protocols and practices in behavioral healthcare, and principles of psychotherapeutic techniques and procedures, including the Diagnostic and Statistical Manual (DSM-IV, and V).
- Knowledge of the principles and practices of legal, ethical and professional rules of conduct.
- Knowledge of techniques and practices for effective, efficient and cost effective management of allocated resources.
- Knowledge of principles, practices, and trends in public administration, leadership and management.
- Knowledge of budgets, grant protocols and financial reporting.
- Knowledge of local community resources and various community services programs.
- Knowledge of specialized and personal computer systems and software applications.
- Therapeutic treatment methods and procedures in the mental health field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health services and programs.
- Current practices and techniques in psychotherapeutic and recovery mode treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.
- Extensive interpersonal skills.
- Communication and problem solving skills.
- Knowledge of medical and clinical management skills.

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Ability to:

- Ability to schedule and supervise staff, delegating tasks and authority.
- Ability to assess and prioritizing multiple tasks, projects and demands.
- Ability to understand, interpret and apply relevant statutes, ordinances, codes and regulations.
- Ability to establish and maintain effective working relations with co-workers, other county employees and representatives from other city, county, state and federal agencies.
- Ability in analyzing and interpreting fiscal and accounting records, and financial statements.
- Ability to communicate effectively verbally and in written instruction.
- Ability to coach and develop performance work plans to improve staff performance.

Training and Experience: Must meet the following requirement:

- a) Psychiatrist: Licensure as a physician in the State of California and completion of three (3) years of graduate training in psychiatry in a program approved by the American Medical Association or the American Osteopathic association.

OR

- b) Clinical Psychologist: Graduation from an accredited school of psychology and licensure in the State of California.

OR

- c) Licensed Clinical Social Worker: Graduation from an accredit graduate school of Social Work and licensure as a Clinical Social Worker in the State of California.

OR

- d) Licensed Marriage Family Therapist: Graduation from an approved graduate school of Marriage, Family, and Child Counseling and licensure as a Marriage, Family Therapist by the State of California.

OR

- e) Licensed Professional Clinical Counselor Graduation from an educational institution approved by the Board of Behavior Science (BBS) with a minimum of a master's degree in psychology, educational psychology, school psychology, counseling and guidance, or a degree deemed equivalent by the BBS.

AND

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Training and Experience - continued

- f) Four (4) years' experience in Mental Health or Behavioral Health, including two (2) years in a supervisory capacity. Two (2) years' experience preferably in a County Mental Health or Behavioral Health Department.

Special Requirements:

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

Must maintain or obtain (within 4 months of date of hire) a current certificate under the Board of Behavioral Science to provide supervision to Board of Behavioral Science Interns.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.