

BEHAVIORAL HEALTH DEPUTY DIRECTOR

DEFINITION

Under direction of the Behavioral Health Director, plan, organize, direct, manage, and supervise Behavioral Health Department programs; direct and supervise staff providing mental health and drug and alcohol services; represent Department activities, programs and services with community organizations and other government agencies; oversee clinical, financial and administrative aspects of Department operations; oversee the development of evidence based clinical services and quality assurance systems; and, perform special assignments and related work as required.

DISTINGUISHING CHARACTERISTICS

The incumbent shall have general responsibility for the administration of mental health and alcohol and drug programs and services under the direction of the Behavioral Health Director. In this role, the Behavioral Health Deputy Director shall be responsible for the direct delivery or brokerage of behavioral health crisis intervention services, individual or group therapeutic or other treatment services, case management, medication and nursing support services, psychiatric hospitalization and sober living or other residential care services. The Behavioral Health Deputy Director coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Behavioral Health Director; and acts as the Director in his/her absence. This is an at-will position.

REPORTS TO

Behavioral Health Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Behavioral Health Unit Supervisors - Adult, Youth and Criminal Justice, Behavioral Health Units Supervisor – Nurses, Behavioral Health Community Programs Manager, Continuing Care Coordinator, Behavioral Health Quality Improvement / Compliance Manager, and Behavioral Health Administrative Services Officer.

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EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plans, organizes, directs, coordinates, and administers the County's mental health and drug and alcohol programs, activities and services.
- Develops and recommends Department goals, objectives and policies.
- Prepares or participates in the preparation of Department budgets to be approved by the Behavioral Health Director, and oversees appropriate administration of the approved budget for Department services and operations.
- Provides organizational supervision and direction to clinical Division Directors.
- Ensures appropriate training of Department staff in accordance with County Personnel Rules, and in accordance with current standards of behavioral health practice and professional licensure as appropriate.
- Directs and reviews grant and contract preparation, grant and contract management, and compliance with reporting and fiscal management requirements.
- Oversees Department program planning, service design and evaluation.
- Directs the collection of statistical or fiscal information, electronic medical records, and other data as needed to evaluate and monitor performance of Departmental programs and services, and prepares reports.
- Develops and implements new behavioral health programs to meet the needs of Plumas County residents as resources allow, or retools existing programs to meet current needs.
- Represents the Department with community organizations, health providers and other governmental jurisdictions.
- Participates with other County Department representatives, including Public Health, Criminal Justice and Social Services, to promote the development and coordination of health and human services.
- Serves as a member of the Community Corrections Partnership if directed by the Behavioral Health Director.
- Serves as Mental Health Director and the County Alcohol and Drug Administrator as directed by the Behavioral Health Director.
- Appropriately manages the most sensitive public complaints and issues, represents the Department in public settings, and serves as the primary Department spokesperson.

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- Selects, assigns, directs and evaluates the performance of subordinate management and supervisory personnel, and participates in determining qualifications, skills and training needs for multidisciplinary program staff.

EXAMPLES OF DUTIES - CONTINUED

- Oversees the development, negotiation and monitoring of contracted services and resources.
- Serves as a liaison of the Behavioral Health Department to the Mental Health Commission, and ensures ongoing support, data and information as requested by the Commission.
- As directed by the Behavioral Health Director, serves as a representative of the Behavioral Health Department with the California Department of Health Care Services, managed care organizations, and other state or federal agencies as needed.
 - Analyzes new or proposed legislation and directives; interprets and disseminates County, State and Federal policy and regulations pertaining to behavioral health services, and monitors implementation and compliance.
 - Coordinates and participates in a variety of staff and departmental meetings to ensure quality care and service delivery, including utilization review.
 - Ensures Department compliance with all federal and state requirements for documentation and billing.
 - Performs special assignments as directed.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, and copiers.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; includes continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Behavioral health problems and issues and their relationship to the development and delivery of behavioral health services.

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- Methods, principles and practices of developing, implementing, coordinating and administering behavioral health services.
- Principles and practices of evaluation of effective and evidenced-based mental health and alcohol and drug use treatment programs and services.

Knowledge of – continued:

- Federal, State, and County laws and regulations applicable to mental health and substance use programs, and the relationship of Federal and State programs to local government services and programming.
- Principles and practices of fiscal management and budget administration necessary to oversee the development of sound budget requests and establish internal monitoring and control systems.
- Effective personnel management practices including techniques of selecting, supervising, training and evaluating the performance of multidisciplinary clinical, peer and administrative staff in a governmental setting.
- The application and effectiveness of a variety of behavioral health treatment modalities utilized in a comprehensive community-based prevention and treatment system.
- Requirements, administrative techniques and record keeping necessary for securing, maintaining and effective oversight of grant or contract funded programs.
- General functions of the Behavioral Health Division of the California Department of Health Care Services.
- Community organization and development.

Ability to:

- Plan, organize, supervise and administer the programs and services of the County Behavioral Health Department.
- Establish and maintain collaborative working relationships with community members and organizations, and continually develop the capacity of community based providers to develop and provide behavioral health services.
- Develop, negotiate and monitor contracts.
- Provide vision and direction, training, supervision, and evaluate the performance of multidisciplinary management, supervisory and other appropriate staff and resolve employee problems.
- Ensure appropriate clinical supervision and direction for licensed and/or certified personnel.
- Develop and administer Departmental budgets, control expenditures and actively seek reimbursements and other revenue to support Department services and operations.
- Oversee the development and administration of grant-funded programming when appropriate.

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- Determine the need and priority of behavioral health programming, recommend allocation of resources and participate in short-term and long-term budget planning and preparation.

Ability to - continued:

- Establish and maintain cooperative working relationships with State and federal agency representatives, community representatives and staff.
- Develop and maintain systems to compile health data or outcomes, provide statistical analysis, and prepare or direct the preparation of clear and concise reports.
- Interpret complex Federal, State and County codes, laws and regulations and implement systems to assure compliance.
- Effectively represent the Behavioral Health Department in contacts with the public, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Speak and write clearly and concisely.

TRAINING AND EXPERIENCE

Required qualifications for this position and options to qualify are:

Option I: A Physician and Surgeon licensed by the State of California who has three years of graduate training in psychiatry and an additional two years of training or practice in the field of psychiatry, of which one year shall have been in an administrative capacity.

Option II: A Psychologist licensed by the State of California who possesses a Doctorate Degree in Psychology from an institution of higher education and has three years of experience in clinical psychology, of which two years shall have been in an administrative capacity.

OPTION III: A Clinical Social Worker licensed by the State of California who possesses a Master's Degree in social work and has five years of experience in mental health, of which two years shall have been in an administrative capacity.

OPTION IV: A Marriage, Family and Child Counselor who possesses a Master's Degree in an approved behavioral science course of study, and who is a licensed Marriage, Family and Child Counselor in the State of California. In addition, the marriage, family and child counselor shall possess five years of mental health experience, two years of which shall have been in an administrative capacity.

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TRAINING AND EXPERIENCE (continued)

OPTION V: A Nurse who possesses a Master's Degree in Psychiatric or Public Health nursing and is licensed as a Registered Nurse by the Board of Registered Nursing in the State of California, and has five years of mental health experience, two of which shall have been in an administrative capacity.

Option VI: An administrator who shall have a Master's Degree in hospital administration, public health administration, or public administration from an accredited college or university or a related field, and who shall have at least three years' experience in hospital or health care administration, two of which shall have been in the mental health and substance use field. Additional post-baccalaureate experience in a mental health setting may be substituted on a year-for-year basis.

SPECIAL REQUIREMENTS

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

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.