

MENTAL HEALTH PROGRAM CHIEF

DEFINITION

Under general direction to plan, organize, provide administrative and clinical supervision for assigned staff and Mental Health programs; to provide mental health counseling and treatment for mentally and emotionally disturbed children, adults, and families; to develop, review, and evaluate mental health programs; to provide administrative support for the Mental Health Director/Alcohol and Drug Program Administrator; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is for an administrative position in the Mental Health Department. It is responsible for supervising a professional staff which provides mental health counseling services. Responsibilities developing and administering programs and providing administrative support for the Mental Health Director/Alcohol and Drug Program Administrator. The incumbent also provides mental health treatment to emotionally disturbed children, adults, and families.

REPORTS TO

Mental Health Director/Alcohol and Drug Program Administrator.

CLASSIFICATIONS DIRECTLY SUPERVISED

Continuing Care Coordinator, Mental Health Therapist I and II.

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EXAMPLES OF DUTIES

- Assigns, supervises, trains, evaluates, and assists with the selection of assigned staff.
- Assists with the assessment of program development needs and consults with others in developing therapeutic goals and objectives.
- Develops, administers, and evaluates programs.
- Integrates services with other mental health services, treatment, and provider agencies.
- Establishes work standards.
- Assure compliance with Quality Assurance requirements.
- Participates in budgetary planning activities.
- Performs specialized treatment planning and diagnostic services for clients.
- Provides psychotherapy services including direct and indirect services.
- Performs intake assessments and evaluation of problems.
- Formulates treatment plans, participating as a member of a multi-disciplinary treatment team.
- Coordinates on-call emergency services.
- Provides crisis intervention.
- Prepares case histories and maintains patient records.
- Makes referrals to appropriate professionals or outside agencies.
- May develop, conduct, and coordinate training programs on diagnostic and treatment methods.
- May supervise interns in professional training.
- Participates in mental health education programs, conferences and community programs.
- Attends training conferences relevant to current mental health problems.
- Provides administrative support for the Mental Health Director/Alcohol and Drug Program Administrator.
- May participate in the emergency "on-call" system on a rotating basis.
- Acts for the Mental Health Director/Alcohol and Drug Program Administrator in the Director's absence.

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 environment; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy, and guidance of persons in mental health programs.
- Therapeutic treatment methods and procedures in the mental health field.
- Principles and practices of supervision, program management and budgeting.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health services and programs.
- Community organizations.
- The scope and activities of public and private agencies in the mental health field.
- Treatment research, development, and implementation.
- Quality Assurance practices and standards.
- Program development and administration.
- Crisis counseling principles, methods and techniques.
- Principles of supervision, training, and staff evaluation.

Ability to:

- Plan, schedule, coordinate, develop, and evaluate an assigned clinical service program.
- Assign, supervise, and evaluate the work of subordinate staff.
- Perform skilled counseling and conduct individual and group therapy sessions.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Develop and maintain confidence and cooperation of emotionally disturbed patients and their families.
- Interpret and apply complex mental health program rules, regulations and policies.
- Prepare clear, relevant and accurate reports.
- Develop and present public presentations.
- Enforce Quality Assurance standards.
- Effectively represent the Mental Health Department in contacts with clients, the public, and other agencies.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

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Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Possession of a master's degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field, received from an accredited institution,

and

Six (6) years of post-master experience in a mental health setting, with three (3) years in a Community Mental Health Clinic and Two (2) years in a clinical supervisory capacity.

Special Requirements: An incumbent must be licensed as a Licensed Clinical Social Worker, Marriage, Family and Child Counselor or Clinical Psychologists by the California State board of Behavioral Science Examiners.

Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.