

Department: Mental Health
Classification: Non-Competitive
Grade: 13 M/C

SPEC DISK A4
DOCUMENT 25

DIRECTOR OF COMMUNITY MENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for serving as chief executive officer of the local governmental agency responsible for the community mental health program, exercising general direction in planning, coordination and operation of the mental health and mental retardation services provided within the County. The Director of Community Services recommends actions and policies to the Mental Health Board for the purpose of establishing and maintaining a comprehensive mental health and mental retardation program. Such suggestions may include the establishment of facilities and the control of services. Supervision is exercised over subordinate professional, para-professional, administrative and clerical staff. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs community mental health and mental retardation services, including in-patient units in general hospitals;
Directs treatment of patients in services and facilities provided by the mental health agency;
Plans, organizes and supervises psychiatric rehabilitation services;
Coordinates mental health services with other authorized public health agencies and groups;
Interprets activities to the community in promoting maximum use of mental health and mental retardation services;
Prepares an annual report of the programs under his direction, including fiscal accounting;
Conducts studies related to the promotion of mental health and mental retardation services or the prevention of psychiatric disorders;
May, on appointment of the Commissioner of Mental Hygiene, serve as a member of a regional mental health advisory committee;
Makes staffing and budgeting recommendations to Mental Health Board for immediate and long-range programming;
Encourages the development and expansion of preventive, rehabilitative, and treatment programs in the field of mental health and mental retardation, including the establishment of facilities for these purposes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the modern theory and practice of psychiatry; thorough knowledge of medical and social psychology, psychopathology, psycho-therapy and the function and pertinent pathology of the nervous system; working knowledge of current administrative practices in the community mental health field; ability to develop, organize and supervise the short-range and long-range plans for the provisions of mental health and mental retardation services in a specific geographic area; ability to plan, organize and supervise services designed to prevent psychiatric disabilities and to promote care, treatment and training appropriate for this purpose; physical condition commensurate with the demands of the position.

Director of Community Mental Health Services - Continued

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a current valid license to practice medicine in New York State and board qualification or board eligibility as a psychiatrist or neurologist by the American Board of Psychiatric, and Neurology, or as a pediatrician by the American Board of Pediatrics, or as a specialist in Public Health Administration by the American Board of Preventive Medicine. In addition, five years of experience working in programs for the mentally ill, mentally retarded or the alcoholic are required, two years of which must have been in an administrative capacity; or
- (b) Certification as a psychologist in accordance with article 153 of the Education Law, possession of a Doctorate in Psychology conferred by a university regionally accredited or registered by the New York State Education Department and five years of experience working in programs for the mentally ill, mentally retarded or the alcoholic, two years of which must have been in an administrative capacity; or
- (c) Certification as a Social Worker in accordance with article 154 of the Education Law, possession of a Master's Degree in Social Work conferred by a university regionally accredited or registered by the New York State Education Department and seven years of experience working in programs for the mentally ill, mentally retarded or the alcoholic, two years of which must have been in administrative capacity.

NOTE: Any Director of Community Mental Health Services appointed prior to January 1, 1973 may continue to serve in this title and shall be eligible for reappointment in the same County or any other County.

Amended 05/18/1999