

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 06/13/08

DIRECTOR OF ADULT MENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The Director of Adult Mental Health Services has overall management responsibilities, administratively and clinically, for the psychiatric social work program(s) to which assigned. The incumbent is responsible for the administrative oversight for the mental health needs and service delivery system. The Director of Adult Mental Health Services reports to the Commissioner of the department. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and oversees the overall administration of programs provided through contracted services and those mandated to be performed within the department;
Supervises staff members;
Plans, organizes and proposes changes in clinical functioning;
Provides clinical leadership to the program;
Is responsible for overall management of clerical staff;
Reports to appropriate County personnel concerning safety and security of building for patients and employees;
Advises part-time staff regarding policy and procedures, as well as, clinical and administrative matters and case assignment;
Conducts necessary meetings to inform staff of changes in departmental policy;
Evaluates, revises and/or develops procedures to promote the uniformity of records and ensure the quality of service;
Handles cooperative public relations with the community;
Attends appropriate meetings as a representative of the department;
Reports to the Commissioner regarding the program's budgetary needs;
Supervises multi-disciplinary team, and provides overall administrative and clinical management of program providing mental health services;
Handles crisis response, resolution of case-specific needs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of administrative principles; comprehensive knowledge of the functioning of psychiatric and outpatient clinics, and of community resources and how to utilize them effectively; comprehensive knowledge of the principles, methods, techniques and practices of psychiatric social work; ability to organize, direct and coordinate the services of a mental health system; ability to provide professional leadership; ability to plan and supervise a multi-disciplinary team; ability to prepare technical and informational data for clinical use.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Doctorate in Social Work from a school of social work approved by the University of the State of New York, **AND** one (1) year of social work clinical and administrative post-Master's Degree experience; **OR**
- (B) Possession of a Master's Degree in Social Work from a graduate school of social work approved by the New York State Department of Education, **AND**
1. Two (2) years of social work clinical experience in a clinical social work setting*; one (1) year of which must have been post-Master's Degree experience; **PLUS**
 2. One (1) year of post-Master's Degree administrative experience;

***Clinical Social Work Setting:** Any facility/agency in which individual, family and group treatment is provided directly to clients who are experiencing emotional difficulties, and further, that supervision is provided by an approved clinical professional (certified social worker, psychiatrist or licensed psychologist).

SPECIAL REQUIREMENTS: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner. The incumbent must possess a valid New York State driver's license at time of appointment and must maintain license throughout appointment.

Title change from "Psychiatric Social Worker III": 06/13/08

"Psychiatric Social Worker III"

Adopted: 01/28/82

Revised: 04/29/96, 09/25/96, 04/16/08