

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 03/24/17

DIRECTOR OF ADULT MENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The Director of Adult Mental Health Services has general management responsibilities, administratively and clinically, for the social work program(s) providing services in Oneida County. The incumbent is responsible for the administrative oversight for Oneida County mental health needs and service delivery system. The Director of Adult Mental Health Services reports to the Commissioner of Oneida County Department of Mental Health. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides clinical supervision and oversight to the Single Point of Access and Accountability (SPOAA);
Supervises staff and monitors contractor agencies;
Oversees and performs program planning, community and professional education and outreach to address current trends and issues;
Reviews consumer records to promote uniformity and quality of services;
Oversees quality assurance functions of the department;
Responsible for cooperative public relations with community, agencies, individuals, and State partners as directed by the Mental Health Commissioner;
Attends, as directed, meetings throughout the community to represent the Mental Health Department;
Responsible for oversight of contractor compliance and evaluation of services performed by Mental Health Contract agencies;
Advises the Commissioner on the development, formulation, and implementation of departmental policies and procedures;
Plans, organizes and conducts staff meetings;
Participates in emergency/disaster planning activities;
Handles case specific crises;
Reports budgetary needs directly to the Mental Health Commissioner;
Represents the Mental Health Services and collaborates with the Community Services Board;
Provides information on services to media and other sources that request information on Mental Health and Office for People With Developmental Disabilities (OPWDD) issues and services as directed by the Commissioner of Mental Health.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of administrative principles; comprehensive knowledge of mental health services and community resources and how to utilize them effectively; comprehensive knowledge of the principles, methods, techniques and practices to provide leadership and oversight of the local mental health services and systems to ensure positive outcomes; 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 post-Master's Degree experience in clinical social work or administrative work in a clinical social work setting*; **OR**
- (B) A New York State Licensed Social Worker (LMSW or LCSW), **AND** two (2) years of experience in clinical social work or administrative work in a clinical social work setting*; one (1) year of which must have been post-Master's Degree experience.

***Clinical Social Work Setting:** Any approved 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
Revised: 04/25/16, 03/24/17

"Psychiatric Social Worker III"
Adopted: 01/28/82
Revised: 04/29/96, 09/25/96, 04/16/08