

Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 06/20/2024

DIRECTOR OF ADULT MENTAL HEALTH SERVICES

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

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides clinical supervision and oversight to both Single Point of Access (SPOA) programs;

Provides clinical supervision and oversight to the Assisted Outpatient Treatment (AOT) program;

Directs and supervises staff;

Provides leadership to the department;

Monitors contracted agencies to ensure quality services and compliance with rules, regulations, and applicable guidance documents;

Assists the department in developing contracts consistent with applicable rules, regulations, and guidelines;

Directs and oversees agencies that comprise the mental health services network;

Mediates to resolve issues between agencies regarding service delivery to ensure clients have access to proper community supports;

Oversees and performs program planning, community and professional education and outreach to address current trends and issues;

Compiles and reviews appropriate records and reports to promote quality services;

Assists with quality assurance functions of the department;

Facilitates collaboration with community, state agencies, and other partners;

Attends, as directed, meetings throughout the community to represent the Mental Health Department;

Compiles and analyzes data that may be utilized to provide more efficient service delivery, provide information to Commissioner, gather data and generate reports for monitoring and evaluation purposes and mandated reporting;

Participates in community wide coalitions, committees, task forces, and other meetings;

Facilitates assigned meetings, committees, and task forces;

Attends meetings, as directed, throughout the community to represent the Department and County;

Educates and increases awareness of evidence-based practices to best service those struggling with mental health disorders;

Assists in preparing grants or other funding requests and seeks additional funding sources;

Participates in emergency/disaster planning activities;

Assists staff in handling both adult and youth case specific crises;

Reports applicable budgetary or programmatic needs directly to the Commissioner and Deputy Commissioner; and

Other duties assigned by the Commissioner or Deputy Commissioner.

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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.

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 REQUIREMENT: 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.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 01/28/1982
Revised: 04/29/1996, 09/25/1996, 04/16/2008, 06/13/2008, 04/25/2016, 03/24/2017, 06/20/2024

Title change from "Psychiatric Social Worker III": 06/13/2008