

## **CLINICAL PROGRAM DIRECTOR**

**Job Code:** 2500; NYSLRS 04500E  
**Location:** Tioga Co. Dept. of Mental Hygiene  
**Classification:** Competitive  
**Salary:** Non-Union  
**Adopted:** Revised 3/96; 2/01; 06/10; 07/10; 12/10; 02/19 Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves administrative and leadership responsibility for planning, supervising, and evaluating comprehensive programs that provide a variety of treatment services to mentally ill and/or chemically addicted individuals. Responsibilities also include clinical and regulatory oversight of direct care services. The work is performed under the administrative supervision of the Director and Deputy Director of Community Services. Wide latitude is given for the exercise of independent judgment and discretion in carrying out approved plans, policies and procedures. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Plans and coordinates the delivery of clinical outpatient services to mentally disabled and/or chemically addicted clients;
- Plans, supervises, and evaluates the activities of small multi-disciplinary treatment teams that provide services to the clients;
- Plans services, including but not limited to: initial diagnostic assessments, psychiatric evaluations, court ordered evaluations, psychotherapy, medication management, group therapy, family therapy, wellness counseling/education, and crisis intervention/referral;
- Develops and/or prepares a variety of required reports and documents on client data/statistics as well as on the efficiency and effectiveness of staff and programs;
- Determines requirements for specific treatment services and assigns qualified staff to perform them;
- Meets with and instructs staff regarding policy development and implementation, program objectives, productivity goals, regulatory changes and evidence-based treatment techniques;
- Establishes performance standards and evaluates staff;
- Plans and oversees the Utilization Review Process of client medical records and case histories, determines guidelines for determination of appropriateness of both initial and continued stay services, and addresses inconsistencies in client care and/or documentation;
- Chairs treatment team conferences and community meetings, and participates in community agency and coordination meetings;
- Arranges for necessary in-service education and any special training, participates in orientation of new staff, and coordinates orientation of volunteers with other administrators;
- Confers with local mental health representatives and private groups to plan the most effective and efficient delivery of treatment to the mentally ill in the program;
- Meets with supervisors to discuss and negotiate agreements on policies and procedures governing admission/discharge of clients, establishment of new services, modification of existing services, and sharing of material and staff resources;
- Regularly meets the various rehabilitation, substance abuse, and/or mental health service groups to identify problems in efficient and effective delivery of services, eliminate duplication, plan support services (transportation, food, etc.) and formalize working relationships;
- Meets with relatives and other concerned groups to encourage advocacy efforts;
- Participates in crisis intervention;
- Updates the Director of Community Services on administrative and clinical matters;
- Chairs the Incident Review Committee;
- Investigates client complaints that could not be resolved at a lower level;
- May be required to carry a caseload.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of Federal, State and Local laws and regulations pertinent to operation of mental hygiene programs; thorough knowledge of resources available in the community to treat clients; thorough knowledge of the treatment needs of community residents; thorough knowledge of the components

## 2. Clinical Program Director

of a comprehensive treatment plan; good knowledge of the principles and practices of clinical and general supervision; good knowledge of the clinical/psychiatric principles of patient care as applied to the various psychiatric service delivery systems; ability to plan, organize and evaluate treatment services; ability to assist in directing and monitoring an multi-disciplinary team; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with professionals, community groups, governmental officials clients families; ability to prepare comprehensive written service proposals and reports; ability to monitor controls on programmatic, budget, regulatory, legal and risk management functions; ability to identify from the record and from observation deficiencies in individual treatment plans; patience; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Three (3) years of post graduate, full-time paid work experience, or its part-time equivalent, in a clinical position within the mental health and chemical dependency field; at least three (3) years of which must have been in a supervisory\* capacity, **AND EITHER:**

- a) Licensure and current registration, issued by the New York State Education Department, as a clinical or counseling psychologist and two (2) years of full-time paid work experience, or its part-time equivalent, in the field of psychology; **OR**
- b) License and current registration, issued by the New York State Education Department, as a Licensed Clinical Social Worker with R privilege (LCSW-R) and three (3) years of full-time paid work experience, or its part-time equivalent, in a responsible clinical position within a mental hygiene setting.

**SPECIAL REQUIREMENT:** Completion of OASAS Clinical Supervision Foundations 1 and 2; 30-hour combined on-line and classroom training is required if the candidate will be directly supervising OASAS clinicians who carry a caseload. Training would need to be completed within 6 months or within a time frame set by Director of Community Services.

\*Supervision is defined as: Responsible direction and control of subordinate employees. This involves a responsibility for planning for individuals in a work group. Typical duties may include, but are not limited to, assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must an integral part of the job, not incidental or occasional.

**NOTE:** Current and unrestricted licensure as LCSW-R is required at time of appointment and throughout the duration of employment.