

## **DIRECTOR OF COMMUNITY MENTAL HEALTH SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** Directs the community mental health, developmental disabilities, addiction services and facilities. Serves as the Chief Executive Officer of the Local Governmental Unit responsible for the Community Mental Health Program, exercising general direction in the planning, coordination and operation of the services provided within the community. Makes recommendations to the Community Services Board (including the establishment of facilities and control of services) towards attaining comprehensive community mental health, developmental disabilities, and addiction programs. Supervises subordinate professional, administrative, sub-professional and clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Directs community mental health, developmental disabilities, addiction services, including the inpatient units in psychiatric hospitals; Directs treatment of patients in services and facilities provided by the local and state psychiatric agencies; Plans, organizes and supervises psychiatric rehabilitation services; coordinates mental health services with other authorized public health agencies and groups; Participates in activities with the community to promote maximum use of services; Prepares an annual report of the programs under his/her direction, including fiscal accounting; Conducts studies related to the promotion of mental health, developmental disabilities, addiction services or the prevention of psychiatric disorders; Makes staffing and budgeting recommendations to the Community Services Board and Board of Supervisors for immediate and long-range programming; Encourages the development and expansion of preventive, rehabilitative, and treatment programs in the fields of mental health, developmental disabilities, additional services 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 and community mental health practice; Thorough knowledge of basic psychiatric sciences, community psychiatry, medical and social psychology, psychopathology, psychotherapy, psychiatric rehabilitation and the function and pertinent pathology of the nervous system, developmental disabilities and services, addictions, chemical dependencies treatment and recovery, and community support systems for persons with disabilities; Good 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, developmental disabilities, addiction abuse 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.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of current license to practice medicine in New York State and deemed board certified or board eligible in psychiatry, neurology, pediatrics; OR
- B. Possession of current license by the New York State Education Department to practice as a psychologist; OR
- C. Possession of a Master's degree in social work and is currently licensed as a licensed master social worker or as a licensed clinical social worker by the New York State Education Department; OR
- D. Possession of a Master's degree in psychiatric mental health nursing and current license by the New York State Education Department as a registered nurse; OR
- E. Possession of a Master's degree in rehabilitation counseling, psychology, social work, public health administration, public administration, hospital administration, human service administration, business administration or other equivalent degrees as determined by a curriculum reviewed and approved by the New York State Education Department;

AND

Five (5) years of progressively responsible clinical and/or administrative experience in a governmental, private, not-for-profit or proprietary program providing services for people who have a diagnosis of mental illness, mental retardation, developmental disability, alcoholism or substance abuse. At least two (2) of the five years shall include functioning in an administrative capacity for the management of a program in which the candidate was responsible for the overall direction and control of an identifiable organizational unit or program. Such experience shall be specifically related to the powers and duties of the director of community services in accordance with section 102.7, Mental Hygiene Law.

**Note:** The individual must have obtained a degree or degrees from a college or university recognized by the New York State Education Department.

- The Inter-Office Coordinating Council, New York State Department of Mental Hygiene, must approve candidate qualifications prior to permanent appointment.

Adapted 7/8/80

Revised 1/23/97; 7/18/22