

## **DIRECTOR OF COMMUNITY SERVICES**

**Distinguishing Features of the Class:** These duties involve responsibility for serving as the chief executive officer of the Community Services Department, exercising general direction in the planning, coordination and operation of the mental health, mental retardation and substance abuse services provided within the county. The incumbent serves as the executive director of the Community Services Board and recommends actions and policies to the Community Services Board for the purpose of establishing, monitoring, evaluating and maintaining a comprehensive range of community services for the Mentally Ill, Developmentally Disabled and Substance Abuse populations. Such recommendations may include the establishment, expansion or reduction of programs and services within the county. The incumbent manages all reporting requirement of the State Agencies involved and Yates County. The incumbent maintains direct contact with all community providers, reviewing data sources, reports and outcomes, to insure the quality and quantity of service is maintained. Supervision is exercised over subordinate staff and department programs and services. The incumbent also develops, manages, monitors and evaluates service contracts related to the three population served.

### **Typical Work Activities:**

- Oversees community mental health, substance abuse and developmental disability services in the county;
- Oversees the Single Point of Access for Adults and Children;
- Manages the Assisted Outpatient Treatment (AOT) program;
- Coordinates community services with other authorized public health, social service and community providers;
- Interprets activities to the community in promoting efficient use of mental health, substance abuse and developmental disability services;
- Prepares an annual report of the programs under his/her direction, including fiscal accounting;
- Conducts studies related to the promotion of mental hygiene and the prevention of psychiatric disorders;
- Provides staff support, prepares agendas, maintains minutes, issues reports and provides reference material to the CSB and subcommittees.
- Provides training and education to new and existing Board members and subcommittee members as required by the by-laws;
- Makes program and budgeting recommendations to the Community Services Board for immediate and long-range programming;
- Encourages the development and expansion of preventive, rehabilitative, and treatment programs in the field of mental health, substance abuse and developmental disabilities including the establishment of facilities for these purposes.
- Promotes a prevention agenda within the community;
- Represents Community Services on county committees and work groups;
- Represents Community Services with the FLPPS;
- Represents Community Services on Regional work groups;
- Manages contract services from a fiscal, quality and data prospective;
- Manages the Safe Act requirements including investigations and reporting;

## **Director of Community Services**

Page 2

- Manage the SMS system for access to the OMH Data Management System, serving as the security manager and coordinator;
- Manage the NYMH RMTS reporting requirements;
- Serve as the PSYCHES-Medicaid user for the department;
- Manage the OASAS planning system, serving as planning coordinator for the Board;
- Manage the MHPD provider system, insuring information updates and new or modified services updates, as well as regular reporting;
- Review and coordinate requests for services for individuals released from the NYAS Corrections System to Yates County, including support for medications;
- Prepares, manages, reviews and adjusts county department budget;
- Review and monitor ALFS reports and make adjustments as required.
- Insures that state agency budget and prior year reconciliation requirements are met.

### **Full Performance Knowledges, Skills, Abilities and Personal Characteristics:**

- Comprehensive knowledge of the modern theory and practice of mental health, developmental disability and substance abuse services;
- Thorough knowledge of healthcare, behavioral healthcare, wellness theory, psychiatric rehabilitation and pertinent pathologies of the nervous system;
- Working knowledge of comprehensive community care models;
- Working knowledge of the prevention agenda and prevention theory;
- Working knowledge of current administrative practices in the community mental hygiene field;
- Ability to develop, organize and supervise the short-range and long-range plans and services for the provision of mental health, substance abuse and developmental disability services 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:**

Education, specialized background, training and experience.

- 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 current license as a certified 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**

**Director of Community Services**

Page 3

- E. Possession of a master's degree in rehabilitation counseling, psychology, social work, public health administration, public administration, hospital administration, human services administration, business administration or other equivalent degrees as determined by a curriculum reviewed and approved by the New York State Education Department.

**AND**

Five 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 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 of 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.

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