

# **LINN COUNTY CLASSIFICATION**

**TITLE: MENTAL HEALTH PROGRAM MANAGER**

**NUMBER: 781**

**APPROVAL ORDER**

**PAY RANGE: 22**

**NUMBER: 2000-467**

**CATEGORY: MANAGEMENT/EXEMPT**

**DATE: November 8, 2000**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs administrative and professional mental health duties in the supervision and coordination of Programs for the Mentally and Emotionally Disturbed; provides direction, staff supervision, leadership, and guidance to all staff assigned to these programs; provides program coordination, planning and evaluation. Works with staff and community to identify program needs. Develop strategies and systems for delivering community mental health services. Provides community consultation.

SUPERVISION RECEIVED: Works under the general direction of the Health Services Administrator who outlines administrative policies, broad program objectives and goals, budget, etc. The incumbent is expected to function with significant independence in the development of programs, activities, methods and procedures. Work is reviewed and evaluated for effectiveness and adherence to established policies and objectives.

SUPERVISION EXERCISED: Exercise supervision over all staff assigned to programs for the mentally and emotionally disturbed. Assign duties, provide direction, advise and consult on problems and interpretations of laws and regulations; participate in the selection of new personnel; assign duties, provide training, schedule leaves of absence, resolve grievances, evaluate performance and recommend personnel actions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Provide direct clinical supervision and general program supervision. Collaborate with the Director to develop program plans including budget preparation.
2. Provide specific information to individuals and the general public about the services available through this department, other community agencies and the state-operated institutions.
3. Provide specialized education to clients and the general public on a wide variety of subjects.
4. Provide consultation, technical assistance and staff training to other community agencies.
5. Provide after-hours emergency services to individuals and other community agencies.
6. Provide individual, family and group psychotherapy to a widely varied caseload of clients.
7. Perform Merit System Evaluations on employees directly supervised.

8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

10. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the philosophies, principles and practices of comprehensive mental health services. Thorough knowledge of mental health treatment, including assessment, diagnosis, treatment planning and psycho-therapy techniques. Considerable knowledge of community development and knowledge of statutes and administrative rules which govern community mental health programs for the mentally and emotionally disturbed. Knowledge of administrative principles and supervision practices associated with mental health program planning and supervision, personnel management and program planning. Considerable knowledge of psychological and personality testing and their application to the diagnosis and treatment of mentally ill persons. Mastery of the functions and procedures of other health, social service and educational agencies. Considerable knowledge of laws and regulations applicable to mental health programs. Advanced skills in psychotherapy techniques with a wide variety of clients.

Ability to perform general mental health needs assessments and apply that knowledge to the development of services. Ability to deal professionally with persons who have mental health problems. Ability to conduct thorough interviews, assessments and evaluations. Ability to write clear and concise reports. Ability to provide leadership and maintain effective working relationships with peers, supervisors and professionals in related disciplines.

Ability to use word processing as required by the position.

EXPERIENCE, EDUCATION AND TRAINING: Six years of post-Master's experience in mental health including considerable clinical supervision and program planning responsibilities. Master's Degree in social work or related field; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Certain assignments may require certification by the State Mental Health Division following appointment. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Appropriate licenses, registration or certification may be required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work may also involve travel to various community agencies, client homes and schools throughout the County. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear, sit stand and walk, bend and stoop, use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.