

ASSISTANT PROGRAM DIRECTOR

(Continuing Day Treatment)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Program Director in administering a Continuing Day Treatment Program designed to provide services to enhance levels of functioning through the development of strengths and interests of patients who are afflicted with dysfunction due to mental illness. The work is performed under the general direction of the Program Director. An incumbent provides direct supervision of subordinate staff involved in direct client services. An Assistant Program Director (Continuing Day Treatment) does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists the Director in developing policies and procedures to carry out treatment programs in accordance with guidelines of the State of New York's mental health regulations;
- Assists in developing and monitoring program budget;
- Makes recommendations and provides guidance in assisting subordinates determine needs of clients;
- Reviews and evaluates the performance of subordinates;
- Assures that the completeness and accuracy of client records is in compliance with established standards;
- Plans and participates in social, recreational, and skilled hobby activities designed to improve a client's self image and enhance the individual's interaction with others;
- Conducts initial interviews with clients and makes field visits to observe their progress in community living;
- Assists persons in obtaining entitlements and support services such as social security, medical, and mental health services;
- Makes contacts to obtain referral data or other significant medical or psychiatric data;
- Explains agency policy and procedures to clients and family;
- Schedules and arranges appointments with staff;
- Compiles and maintains case activity reports and controls;
- Processes applications, authorizations, and reports;
- Maintains statistical or other records of interviews, complaints, and appeals;
- May serve on various committees related to mental health care;
- Acts for and in place of the Program Director in his/her absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the practices and procedures of social casework and of the factors affecting mental dysfunction; good knowledge of the techniques of report writing; ability to readily acquire an understanding of policies, laws, and regulations relating to the Mental Health Program; ability to follow oral and written directions; ability to plan and direct the activities of others; ability to relate to the disabled; initiative and resourcefulness; tact and courtesy; integrity; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) 1) Possession of a Masters degree from a regionally accredited or New York State registered college or university in Mental Health Counseling, Social Work or Nursing; and 2) possession of a current license or certification issued by the New York State Education Department to practice as a Mental Health Counselor or Social Worker; and 3) three (3) years of experience* as a member of a treatment group involving an integrated team approach to the mental health

treatment of individuals with serious and persistent mental illness in either a licensed mental health or substance abuse facility.

OR

- B) Possession of a Master's degree from a regionally accredited or New York State registered college or university in psychology, social work, counseling or related field as determined and approved by the New York State Office of Mental Health and four (4) years of experience as defined in A.3 above.

OR

- C) Possession of a Baccalaureate degree from a regionally accredited or New York State registered college or university and possession of a current license or certification issued by the New York State Education Department to practice as a Registered Nurse, Therapeutic Recreation Specialist, Certified Alcohol Substance Abuse Counselor or Licensed Mental Health Counselor and five (5) years of experience as defined in A.3 above.

NOTE: Experience defined above is deemed to be full-time paid experience or its part-time equivalent. Time spent as a volunteer or as an intern in fulfilling coursework and/or a degree requirement will not count.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 7/28/06