

DIRECTOR OF COMMUNITY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Serves as the Chief Executive Officer of Cattaraugus County's Community mental health programs, exercising general direction in the planning, coordination, and operation of the mental health and mental retardation services provided within the community. The work is performed under the administrative direction of the Community Services Board. Makes recommendations to Community Services Board (including the establishment of facilities and control of services) toward attaining a comprehensive community mental health and mental retardation program. General supervision is exercised over professional, administrative, paraprofessional, and clerical staff. A Director of Community Services does related work as required.

TYPICAL WORK ACTIVITIES:

- Directs community mental health and mental retardation services, including inpatient units;
- Directs treatment of patients in services and facilities provided by the mental health agency;
- Plans, organizes, and supervises psychiatric rehabilitation services;
- Coordinates mental health services with other authorized public health agencies and groups;
- Interprets activities to the community in promoting maximum use of mental health and mental retardation services;
- Provides an annual report of the programs under his direction, including a fiscal accounting;
- Conducts studies related to the promotion of mental health and mental retardation services or the prevention of psychiatric disorder;
- My, on appointment of the Commissioner of Mental Hygiene, serve as a member of a regional mental health advisory committee;
- Makes staffing and budgeting recommendations to Community Services Board for immediate and long-range programming;
- Encourages the development and expansion of preventive, rehabilitative, and treatment programs in the fields of mental health and mental retardation, including the establishment of facilities for these purposes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the modern theory and practice of psychiatry; a thorough knowledge of basic psychiatric sciences, community psychiatry, medical and social psychology, psychopathology, psychotherapy, and the functions and pertinent pathology of the nervous system; the ability to develop, organize, and supervise the short-range and long-range plans for the provisions of mental health and mental retardation services in a specific geographic area; the ability to plan, organize, and supervise services designed to prevent psychiatric disabilities and to promote care, treatment, and training appropriate for this purpose; a knowledge of current administrative practices in the community mental health field; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Pursuant to Title 14 *New York State Code of Rules and Regulations*, Part §102.6

- (a) Each director of community services appointed on or after the effective date of this Part shall meet the following requirements:
 - (1) The individual shall be a physician licensed to practice medicine in New York State who shall be deemed board certified or board eligible in psychiatry, neurology, pediatrics; or
 - (2) The individual shall be a psychologist who is currently licensed as a psychologist by the New York State Education Department; or
 - (3) The individual shall have obtained a master's degree in social work, and is currently licensed as a licensed Master social worker by the New York State Education Department; or
 - (4) The individual shall have obtained a master's degree in psychiatric mental health nursing and shall be licensed by the New York State Education Department as a registered nurse; or
 - (5) The individual shall have obtained 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
 - (6) The individual must have obtained a degree or degrees from a college or university recognized by the New York State Education Department; and
 - (7) The individual with a doctoral degree or medical degree, or an individual with a master's degree shall have had at least five (5) years of progressively responsible clinical and/or administrative experience in 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 (5) 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 of the Part.
- (b) When a local governmental unit appoints a director of community services with an administrative degree as defined in paragraph A (5) of this section, the local governmental unit shall also designate a senior level clinician with responsibilities for supervision of clinical services. Such designee shall have a clinical degree and licensure or certification in addition to demonstrable clinical work experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION