

## DIRECTOR OF TREATMENT SERVICES (COMMUNITY SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work involving responsibility in assisting The Director of Community Services with the administration and supervision over essential programs provided by the department, such as psychiatric social work services, outpatient, clinical and day care treatment programs. The work includes wide latitude for independent action and programming and involves the supervision of professional level staff and subordinates. A Director of Treatment Services (Community Services) does related work as required.

### TYPICAL WORK ACTIVITIES:

- Develops and oversees new programs such as, physical plant, fiscal resources and staff allocation;
- Exercises oversight responsibility (clinical, fiscal, and supervisory) for major service components within the Department;
- Makes recommendations and provides guidance in assisting program directors in determining program needs and services to clients;
- Reviews and evaluates the effectiveness of programs;
- Participates as a team member in conferences designed for diagnosis of and treatment of patients;
- Participates in informational and educational community activities to further community knowledge and the prevention of psychological disorders;
- Participates in team visits to patients' homes;
- Works with other professionals and non-professionals in exploring the community to find individuals who need treatment but are unable or unwilling to seek treatment;
- Participates in long range planning toward the development of better mental health programs;
- Participates in campaigns to stimulate interest in the prevention and detection of mental illness including storefront collaboration with other social services, home visiting, family programs, aftercare, and referral systems in participation with other professionals and non-professionals;
- Refers cases to other agencies and coordinates various activities and treatment programs with other governmental and non-governmental social agencies;
- May direct in-service training of other professional and para-professionals, relating the contributions that social work can give to an inter-disciplinary treatment team.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the principals, methods, procedures, and practices of psychiatric social work, of the functioning of community mental health facilities and the scope of services rendered, and of community resources and how to use them effectively; ability to work effectively with others; ability to organize, direct, and coordinate the services in a psychiatric clinic; ability to prepare technical and informational data for administrative use; ability to provide professional leadership of a high order; ability to analyze and evaluate reports of staff workers and make sound decisions; ability to plan and supervise the work of the staff; ability to

organize and operate a program of training for staff; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A) Possession of a Masters degree in Social Work from a regionally accredited or NYS registered college or university and be currently licensed as a Certified Social Worker by the New York State Education Department, and two years of administrative or clinical experience in an agency providing services for people who have a diagnosis of mental illness, mental retardation, developmental disability, alcoholism or substance abuse.

OR

- B) Possession of a Masters degree in Psychiatric Mental Health Nursing and be currently licensed by The New York State Education Department as a Registered Nurse, and two years of administrative or clinical experience in any agency providing services for people who have a diagnosis of mental illness, mental retardation, developmental disability, alcoholism or substance abuse.

OR

- C) Possession of a Masters degree in Rehabilitation Counseling, Psychology\* or Social Work, and two years of administrative or clinical experience in any agency providing services for people who have a diagnosis of mental illness, mental retardation, developmental disability, alcoholism or substance abuse.

NOTE: \* Coursework must have included a supervised clinical internship at the master's levels.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

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