

PROGRAM DIRECTOR, CONTINUING TREATMENT

DISTINGUISHING FEATURES OF THE CLASS: This is professional and supervisory work involving responsibility for the day by day operation of the Day Treatment Center. The work includes wide latitude for independent action and programming and involves the supervision of subordinates. A Program Director, Continuing Treatment does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Interviews patients, their relatives and other interested individuals in making social studies and carrying out planned treatment;
- Supervises prescribed medication;
- Makes home calls when necessary;
- Development and implementation of treatment programs;
- Evaluates team goals;
- Conducts staff conferences;
- Supervises billing, record keeping and general problems associated with physical plant;
- Is responsible for development of inservice programs;
- Coordinates program with other community services;
- Functions as group leader.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of psychiatric procedures and practices, of the functioning of psychiatric outpatient clinics and of community resources. Ability to make sound decisions, to make investigations and recommendations. Ability to work cooperatively with other professional staff and agencies. Should be tactful, responsible, neat in appearance and physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A) Candidates must be a credentialed Alcoholism Counselor, Creative Arts Therapist, Nurse Practitioner, Occupational Therapist, Pastoral Counselor, Physician, Physician's Assistant, Psychiatrist, Psychologist, Registered Professional Nurse, Rehabilitation Counselor, Social Worker, or Therapeutic Recreation Specialist as defined in 14 NYCRR Section 587.4(d) and have one year of supervisory experience in a clinical setting;

OR

- B) Be in possession of a current license issued by the New York State Education Department to practice in a discipline relevant to the treatment of mental illness and possess prior written confirmation of a designation as a professional staff member as approved by the New York State Office of Mental Health, pursuant to 14 NYCRR Section 587.4 (d) (3) and have one year of supervisory experience in a clinical setting.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 11/16/95

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