

PROGRAM DIRECTOR, PERSONALIZED RECOVERY ORIENTED SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is professional and supervisory work involving responsibility for the day by day operation of the Personalized Recovery Oriented Services (PROS) Program. The work is performed under general supervision of the Director of Community Services. The work includes wide latitude for independent action and programming and involves the supervision of subordinates. A Program Director, Personalized Recovery Oriented Services does related work as required.

TYPICAL WORK ACTIVITIES:

- Oversees all aspects of the PROS Program including both clinical services and financial oversight, which includes monitoring the annual budget and supervising the billing;
- Oversees all the intakes to the program and manages flow of cases in and out of the program;
- Oversees development and implementation of treatment programs and Individual Recovery Plans;
- Responsible for planning for the schedule of services that are offered and developing evidence based curriculums to meet identified service needs;
- Responsible for handling crisis situations that may arise;
- Makes home visits when necessary;
- Responsible for both clinical supervision and general supervision of all PROS staff;
- Responsible for conducting team meetings with staff and arranging and approving all in-service training for staff;
- Evaluates team goals and moves the program toward recovery oriented outcomes;
- Oversees general problems associated with the physical plant;
- Coordinates program with other community services, including treatment courts and inpatient facilities in the area;
- Functions as group leader and acts as member of the administrative team for the Department of Community Services.

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, ability to make assessments and recommendations; ability to work cooperatively with other professional staff and agencies; ability to supervise the work of others; tactful, responsible, physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A) Candidates must be a credentialed Mental Health Counselor, Nurse Practitioner, Physician, Physician's Assistant, Psychiatrist, Psychologist, Registered Professional Nurse, or Social Worker 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 meet the criteria for designation as a professional staff member as approved by the New York State Office of Mental Health, pursuant to 14 NYCRR Section 512 and have one year of supervisory experience in a clinical setting.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 3/21/13

Revised: 11/7/17