

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	MENTAL HEALTH CLINICAL MANAGER	CLASS CODE: 4100
DEPARTMENT:	MENTAL HEALTH	FLSA STATUS: E
REPORTS TO:	DEPUTY DIRECTOR MENTAL HEALTH CLINICAL SERVICES	DATE: 4/08
CIVIL SERVICE:	YES	BARGAINING UNIT: MANAGEMENT

JOB SUMMARY:

Under administrative direction provides first level management oversight of one or more clinical units within the Mental Health branch. Incumbents plan, organize, direct, staff and control the operations and programs within one or more assigned Mental Health clinical services units. Typical duties include, but are not limited to: planning, controlling, directing and coordinating a health services unit or units; evaluating and coordinating contract providers; assisting in the development and implementation of budget and fiscal-related matters; supervising subordinate supervisors and clinical treatment staff; researching information and providing summaries/reports and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This management level class oversees and manages unit/s within the Mental Health Branch of Health and Human Services Agency. This class is distinguished from the Deputy Director Mental Health Clinical Services by the latter's administrative oversight of a division of the Branch.

SUPERVISION EXERCISED:

Exercises first level management supervision over subordinate supervisors, professional, technical and clerical staff.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:*

- Plan, control, implement and direct the operations of direct service projects and/or programs within a Division. Establish priorities, goals and objectives consistent with Division and Department policies and procedures.
- Carry out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Participate in the selection and hiring process of new employees. Provide orientation and applicable training opportunities. Train, supervise and evaluate subordinate staff. Plan and direct the work of subordinate staff. Evaluate employee work performance on the job. Counsel employees to resolve performance problems. Adjust employees' grievances. Recommend disciplinary action if deemed appropriate.
- Participate in the negotiation, development and monitoring of contracts with providers of health and human services. Assist, as applicable, in the initiation and management of policies and procedures appropriate to the administration of these contracts.
- Assist in the development and coordination of the provision of statistical/data base material for reporting and program analysis.
- Schedule and/or participate in presentations to community-based organizations, business and other agencies.
- Interpret County, State and Federal laws, rules and regulations that affect the operation of assigned projects/programs. Insure rules and regulations affecting client and program confidentiality are strictly enforced.
- Conduct workshops in health and human services related issues. Coordinate and/or conduct in-service training for staff, other professionals, business personnel and other appropriate groups and individuals.
- Provide consultation to public and private employers, schools, criminal justice system and others on the development of health and human services programs. Respond to program service inquiries. Attend conferences and meetings to discuss treatment options available within the County as well as other service options within the surrounding community.
- Coordinate project/program activities with other organizations and individuals providing similar services.
- Prepare and, as applicable, present oral and written reports. Maintain standardized records and statistical summaries on program activities.
- Coordinate the provision of clinical supervision to Department employees as applicable. Meet as required with affiliated contract agencies to conduct client consultation and to coordinate service provision. May provide ongoing individual clinical supervision to Division employees.
- Conduct ongoing development, implementation, monitoring, assessment and analysis of established projects.
- Direct and manage evaluation and research activities.
- Conduct related program planning to improve efficiency and effectiveness and to create future treatment opportunities.
- May maintain a caseload of clients. Conduct intake and assessment activities to determine feasibility for treatment and/or referral to another agency.

- Perform administrative assignments and other related duties as required.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's degree from an accredited college or university in Psychology, social work, or a related field; and four years of progressively responsible related experience providing treatment services in a mental health treatment facility with at least one year experience in supervisory duties and oversight of a program or unit; or, a combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job may be considered in evaluating possession of the minimum requirements.

Licenses and Certifications:

Valid State of California Practitioner of the Healing Arts License as:

- Licensed Clinical Social Worker; or
- Marriage and Family Therapist; or
- Psychiatric Registered Nurse; or
- Licensed Clinical Psychologist.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations.
- Mental illness, substance abuse and/or addiction: etiology, risk factors, intervention and treatment strategies for diverse populations at the professional level.
- Public policy and sociological trends as they relate to mental illness, and/or substance abuse intervention and treatment.
- Computer applications related to performance of the essential functions of the job.
- Administrative principles and practices, including goal setting and implementation.
- Administration of staff and activities, either directly or through subordinate supervision.

Skill in:

- Planning, organizing, directing, reviewing and evaluating the work of staff.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

- Speak effectively before public groups and respond to questions.
- Define problems, collect data, establish facts and draw valid conclusions.
- While performing the essential functions of this position, the employee is required to regularly speak and listen.
- While performing the essential functions of this position, the employee is frequently required to stand, walk, and use fingers and hands, handle and/or feel objects, tools and/or controls.
- While performing the essential functions of this position, the employee is often required to sit and reach with hands and arms and lift and/or move objects weighing up to 10 pounds.

Working Conditions:

While performing the duties of this position, the employee works indoors and is not exposed to outside weather conditions.

The incumbent's working conditions are typically quiet

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.