

MENTAL HEALTH PROGRAM ADMINISTRATIVE SUPERVISOR

KIND OF WORK

Administrative supervision of statewide programs serving mentally ill and/or developmentally disabled persons and their families.

NATURE AND PURPOSE

An employee in this class supervises the integration of technical and management support systems designed to serve and regulate mental health care programs. The work involves close communication with legislators, courts and/or federal agencies in translating program objectives into working goals for counties, local mental health organizations and institutions of the Department of Public Welfare. Incumbents are responsible for identifying, acquiring and managing the resources necessary to meet these goals. An employee in this classification supervises professional staff of a centralized mental health program office. This includes establishing standards of performance and service, hiring, training, directing, evaluating and disciplining employees. Considerable latitude is given to the employee for use of independent judgment in carrying out assigned duties and responsibilities. Administrative direction is received from first level management or other management level personnel in terms of results achieved.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises professional staff in the development, delivery and regulation of statewide mental health programs.

Promulgates administrative rule for statute and guides it through the approval process.

Integrates multi-disciplinary components of statewide plans of service delivery.

Negotiates final grant agreements with private foundations and/or federal government.

Approves final terms and conditions of grant mechanisms to be applied to local mental health care projects.

Develops review standards and capabilities to ensure that individual mental health care operations comply with statute, rule and regulation.

Approves policy interpretations for use by subordinate staff as well as staff and management of mental health care facilities.

Approves local service plans describing proposed organization, staffing, kind and level of care to be provided.

Establishes evaluation system for program effectiveness and redirects financial resources to meet performance deficiencies.

Establishes working philosophy to guide program/administrative decision making processes.

Testifies in court and before legislative committees regarding statewide impact of proposed legislation/rules/policies appropriations.

Maintains a sufficient number of qualified staff to meet the state's responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of the kinds and manifestations of mental illness and/or developmental disability and the systems devised to treat them.

Extensive knowledge of principles and practices of program planning, development and evaluation.

Extensive knowledge of the statute, rule and/or judicial measures governing the delivery of mental health care programs.

Thorough knowledge of departmental programs and goals.

Thorough knowledge of government systems and the legislative process.

Thorough knowledge of principles and practices of budget management and grants administration.

Ability to:

Ability to work effectively with citizens, clients and advocacy groups and to utilize them as a resource in decision-making.

Ability to supervise and train professional and clerical personnel.

Ability to communicate effectively, orally and in writing.

Ability to plan, coordinate and execute complex research projects.

Ability to integrate the specialized services of the program administration staff into a statewide service system supporting mental health treatment facilities.

Est.: 8/82
Rev.: 9/14
Abol.: 12/98
Reestab.: 10/99

T.C.:
Former Title(s):