



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	Clinic Director
Jurisdictional Class:	Competitive
Civil Division:	County
Adoption: CSM	4/8/09
Revised: CSM	

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for program planning and policy development for a multi-disciplinary mental health clinic team. Incumbent is responsible for coordination and implementation of changes in programs as required by federal, state, county or departmental authorities. Must monitor and supervise direct care staff as well as supervising staff to ascertain that policies and procedures are followed to ensure that the most effective delivery of service and service outcomes are maximized. The position exercises functional and direct supervision over related departmental staff. The work is completed under the general supervision of the Director of Community Mental Health with wide leeway allowed for independent judgment in carrying out the assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Has program and administrative responsibility for a multi-disciplinary team;
Oversees the assignment of direct care staff based on credentials and clients' needs for services;
Meets with departmental management staff to determine policies and set goals for the clinical unit and to discuss progress and impediments to progress;
Supervises the activities of professional staff regarding work habits, systems and procedures followed in diagnosing and prescribing treatments to determine the most effective way of delivering service and evaluating service outcomes;
Holds staff meetings to discuss treatment systems and procedures, to obtain input from staff regarding progress, and to periodically evaluate goal accomplishments;
Coordinates implementation of changes in programs as required by federal, state, county, or departmental authorities;
Assists in hiring new staff, participates in their orientation and insures that they get adequate initial and continuing training;
Develops and may conduct portions of a formalized training program to meet staff orientation and training needs, or when necessary, engage the services of outside providers;
Prepares periodic performance evaluation of subordinates;
Prepares or assists in preparation of unit budget and monitors and controls the use of budgeted funds;
Participates in screening referred clients for possible admission to the departmental programs;
Responds to complaints from clients, guardians, advocates, and other interested parties regarding the program;
Participates in and supervises the development of individual treatment plans;
May make presentations to professional and lay groups in the community regarding mental hygiene issues;
Provides information and assistance regarding mental health services to consumers, families and citizens requesting such information;
Supervises the preparation and maintenance of a variety of records and reports and carries out a variety of administrative tasks related to the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, 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;
Thorough understanding of effective supervisory techniques and methods;
Ability to work effectively with others;
Ability to organize, direct, and coordinate the psychiatric social work 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 and make sound decisions;
Ability to plan and supervise the work of the psychiatric social work staff;
Ability to organize and operate a program of training for new psychiatric social workers and students in psychiatric social work;
Ability to supervise a clinical program licensed by the State of New York.

MINIMUM QUALIFICATIONS:

Five (5) years of full-time paid social work experience in a community mental health program and current licensure to practice as a Licensed Clinical Social Worker (LCSW) granted by the New York State Education Department; and experience must include two (2) years in an administrative or supervisory capacity.

SPECIAL REQUIREMENT:

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Operation of county-owned vehicles requires employees to possess a current valid New York State Motor Vehicle Operator's license.