

PSYCHIATRIC SOCIAL SERVICE ADMINISTRATOR

NATURE OF WORK IN THIS CLASS

Administers a system of care of mental health services, programs and activities of the Division of Child-Adolescent and Family Service of the Department of Mental Health and Substance Abuse.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Plans, organizes, directs and coordinates an island-wide system of mental health care and related services comprising of inpatient and outpatient services of intake assessment, counseling and case-management/care-coordination services, therapeutic day treatment, respite care and intensive home based services and other service array in the development of system of care for children-adolescents with severe emotional difficulties, or who are at risk, and their families.

Develops and implements operating policies and procedures and regulations governing the department's clinical services to children, adolescents and their families.

Reviews and evaluates the services, activities and facilities to determine the needs, service effectiveness and operating efficiency.

Participates in the development of administrative guidelines for staff to insure effective and efficient operations.

Confers, collaborates and consults with specialists in various fields affecting services; develops and coordinates referral procedures and cooperative agreements with other agencies for the provision of mental health services.

Prepares, justifies and manages the Division's budget; assesses staff development needs and plans for staff development and competency-based training; and performs other administrative functions.

Conducts case reviews to determine appropriateness of treatment plans, conformance to program policies, regulations and procedures and to evaluate quality of services.

Prepares reports, correspondence and other documents.

Makes independent decisions on program management and staffing patterns following established departmental guidelines.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices, and techniques of mental health and public administration.

Knowledge of system of care values and principles as it relates to treatment of individuals with mental illness and in particular to children and adolescents with severe emotional difficulties and their families.

Knowledge of the problems of personal and social adjustment within a psychodynamic framework.

Ability to administer a comprehensive psychiatric and social work programs and activities.

Ability to analyze and evaluate program effectiveness and implement recommended changes in organization policies and procedures to enhance effectiveness.

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Ability to prepare and present comprehensive written reports and other statistical data.

Ability communicate effectively, orally and in writing.

Skill in the development of diagnostically based treatment plans.

MINIMUM EXPERIENCE AND TRAINING

- (A) Five (5) years of progressively responsible experience in health and human services administration, clinical social work or clinical psychology or in mental health field of which three (3) years must have been in a supervisory or administrative capacity in treatment programs and graduation from a recognized college or university with a Master's Degree in the field of social work, psychology or related field; or
- (B) Any equivalent combination of experience and training beyond the Master's Degree which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980

AMENDED: AUGUST 16, 2006

PAY GRADE: Q

STATUTE: EXECUTIVE ORDER 94-03

HAY EVALUATION:	KNOW-HOW:	FI 13	350
	PROBLEM SOLVING:	E3 (38%)	132
	ACCOUNTABILITY:	E2S	<u>152</u>
	TOTAL POINTS		<u>634</u>

This standard revises and supersedes the standard established July 1980.

Benita Manglona
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 Department of Administration