

CLINICAL ADMINISTRATOR**NATURE OF WORK IN THIS CLASS:**

Administers the mental health and substance abuse programs and activities of the Division of Clinical Services, Department of Mental Health and Substance Abuse Agency.

ILLUSTRATIVE EXAMPLES OF WORK:

(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans, organizes, directs, and coordinates the mental health and substance abuse programs of the Clinical Services Division comprising of twenty-four hour inpatient care, partial hospitalization day care, twenty-four hour emergency care, outpatient clinic including drug and alcohol treatment and the management and safeguard of medical records.

Develops and implements operating policies, procedures and regulations governing the department's clinical treatment programs.

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 clinical staff to insure effective and efficient operations.

Participates in the budget preparation of local and federal funds.

Plans, directs and participates in special studies and research projects in order to identify deficiencies and develops performance standards.

Advises the Director of program activities and needs.

Collaborates with other human services professionals, public and private groups in identifying community mental health and substance abuse treatment program needs.

Maintains records and prepares reports.

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 treatment and care modalities for the mentally ill and emotionally disturbed.

Ability to develop and administer the Clinical Services Division programs of the Department of Mental Health and Substance Abuse.

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

Ability to maintain records, reports and other statistical data.

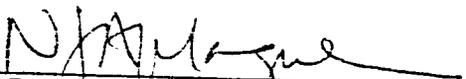
Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Six (6) years of responsible professional experience in health and human services administration, clinical social work or clinical psychology, psychiatric nursing or a closely related area, 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, educational or clinical psychology, nursing administration, health care administration, 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: January 1988

PAY RANGE: 60 (Option 1)
50 (Option 2)



NORMA J. AFLAGUE, Executive Director
Civil Service Commission

Date: January 21, 1988