

ADMINISTRATOR OF DAY TREATMENT PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for maintaining efficient and economical administration of the day treatment program. Work is performed under direction of the Director and Deputy Director of Community Mental Health Services. Latitude is permitted for the exercise of independent judgment in planning, developing, directing and coordinating support services and functions of the day treatment facility. Supervision is exercised over subordinate employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates the services of an inter-disciplinary treatment team consisting of psychiatrist, psychologist, social workers, occupational and recreational therapists plus other supportive staff;
Participates with the above staff in developing patient treatment plans;
Conducts weekly staff conference to review progress towards the treatment goals;
Prepares budget recommendations and justifications, participates in budget hearings;
Recruits, trains and supervises program staff;
Maintains liaison and represents the agency in contacts with other local agencies, state departments and the Federal Government;
Participates in monthly meetings of the county Mental Health, Alcohol & Drug Addiction Recovery Board;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Good knowledge of modern principles and practices of public administration; good knowledge of personnel management practices; good knowledge of modern principles and practices of community Mental Health; working knowledge of accounting methods; ability to plan, coordinate and supervise a variety of mental health treatment activities; demonstrated ability to organize and supervise the work of others; ability to prepare complex written and oral reports clearly and concisely; ingenuity and resourcefulness in solving administrative problems; determined interest in maintaining a high standard of professional ethics; superior judgment; emotional stability; firmness; patience; tact and courtesy; good address.

MINIMUM QUALIFICATIONS: Either

a) Possession of a certificate to practice social work in New

York State and three (3) years of experience in supervising and/or administering the psychiatric social work services of an in- or out-patient mental health/developmental disabilities facility; or

- b) Possession of a license to practice psychology issued by the New York State Department of Education and one (1) year of supervisory and/or administrative experienced in the operation of an in- or out-patient mental health/mental health retardation facility; or
- c) Possession of a license to practice psychiatry issued by the state of New York and currently qualified to practice as a Psychiatrist in New York State; or
- d) An equivalent combination of training and experience as described in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.