

# **DIRECTOR OF BEHAVIORAL HEALTH SERVICES**

**Department: Human Services**

**Classification: Competitive**

**Specification Number: 1820**

**Approved: 6/20/2022**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

### ***OPEN COMPETITIVE***

Graduation from a New York State or Regionally accredited college or university with a Master's Degree in Social Work, and six (6) years of experience in mental health and drug and alcohol counseling, three (3) years of which must have been in an administrative or supervisory capacity.

## **NECESSARY SPECIAL REQUIREMENT:**

LCSW equivalent or higher

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this title is responsible for providing direction and administration to the Town's OASAS 822 licensed Behavioral Health Clinic. Provides educational and counseling services relating to the prevention and treatment of mental health and drug and alcohol abuse. The scope of work requires that the incumbent develop resources for financial support of the program, and promote the growth of community acceptance and commitment to the goals and objectives of the program. Supervision is exercised over Physicians, Psychiatric Social Workers, Registered Nurses, Drug and Alcohol Counselors and administrative and clerical personnel. Work is subject to policy and procedural review by the Commissioner of Human Services through conferences, reports and observation of the effectiveness of the program. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Administers the Town's OASAS 822 licensed Behavioral Health Clinic;  
Develops and oversees the procedures for coordinating operations and services of the units within the Clinic;  
Establishes and reviews procedures to ensure compliance with guidelines promulgated by federal, state and county funding and regulatory agencies;  
Coordinates and supervises the work of professionals and specialists relating to mental health, drug and alcohol abuse, education, counseling and treatment;  
Oversees all aspects of Medicaid, insurance billing and revenue collection for the behavioral health outpatient program;  
Develops and manages the program's budget;  
Trains and develops staff skills to meet service requirements;  
Develops programs for stimulating public awareness of the problems of drug and alcohol abuse;  
Writes proposals for grants and contracts with public and private agencies;  
Secures capital improvement funding and oversee capital improvement projects;  
Attends and participates in conferences, lectures and public information meetings relating to the problems of drug and alcohol abuse.

## **KNOWLEDGE, SKILLS ABILITIES and PERSONAL CHARACTERISTICS**

Ability to coordinate and supervise the work of specialists and professionals; Comprehensive knowledge of federal, state and County guidelines and regulations relating to funding of services for drug and alcohol abuse; good knowledge of the social and clinical problems associated with drug and alcohol abuse; good knowledge of the procedures, methods and objectives of therapeutic counseling; thorough knowledge of the principles and practices of public administration and personnel management; thorough knowledge of current trends and developments in the field of behavioral health services; good knowledge of the principles, methods and procedures of community organization; ability to present ideas accurately, concisely and clearly, both orally and in writing; ability to establish and maintain cooperative relationships with community organizations, governmental agencies, professional colleagues and personnel; ability to assess the behavioral health needs of the community; physical condition commensurate with the demands of the position.