

Umatilla County Position Description

Department: HEALTH AND HUMAN SERVICES

Employee Name:

Division/Section: SCHOOL BASED MENTAL HEALTH: PROGRAM
ADMINISTRATION

Position Title: MENTAL HEALTH SERVICES PROGRAM MANAGER

Union Covered: **NO** Salary Range: **MH SPECIALIST III Range 33** BOLI Exempt:
YES

GENERAL DESCRIPTION OF POSITION

The Mental Health Services Manager plans, directs, coordinates, evaluates monitors and actively provides mental health services for Hermiston School District School Based Mental Health Services. Has full responsibility for program development and supervision. Is responsible for coordinating efforts aimed at supervising and developing the Hermiston School District School Based Mental Health Program. Has budget and expenditure responsibility for assigned area, directs treatment, provides mental health assessments, consultation, education, research and community programs; provides a system of appropriate, accessible, coordinated, effective and efficient services to meet the school based mental health needs of students and families within the Hermiston School District; performs other related work as delegated by the Director or Management Team. Operates as a member of the Management Team. Provides directly or delegates, as appropriate, services required by the program or its contractors.

SUPERVISORY RELATIONSHIPS

Supervision received: **works under the supervision of the Director, and is accountable to the Management Team, assists in determining goals and objectives for School Based Mental Health Services, as well as reviews performance.**

Supervision exercised: **provides direction and supervision to clerical, clinical, paraprofessional, supervisory or contract staff.**

Supervises mental health services provided and staff at Umatilla County locations: **Hermiston.**

PRINCIPLE DUTIES OF POSITION

Program Management (EE):

1. Initiates, develops, recommends to the Management Team and upon approval, implements new and revised rules, policies, procedures, goals and priorities in response to division and service needs; establishes program goals, objectives and outcomes measures for approval by Management Team;

2. Ensures provision of services and clinical charts are in compliance with federal and state statutes, rules, regulations and standards;
3. Improves the effectiveness of programs and clinical and administrative operations managed;
4. Consults with Assistant Director and/or Director on any matter of policy or program procedure effected by changes made by federal or state regulations or by local administration;
5. Assists with the preparation and development of annual, fiscal and supplemental budgets and plans for mental health services; presents budget proposals to Assistant Director and/or Director and Management Team;
6. Monitors revenues, program expenditures and fiscal operations for mental health services;
7. Collects and analyzes mental health program statistics and assist in integrating same into Agency data assessment;
8. Researches alternative funding sources including preparing grant proposals and secures funding upon Management Team approval;
9. Assists in the development of the agency's management information system ensuring collection of data necessary to evaluate program effectiveness, cost and quality assurance;
10. Participates on the Quality Assurance Committee upon request;
11. Reviews staff clinical performance for appropriateness and productivity;
12. Assists efforts related to design and monitoring of assigned programs to assure compliance with OHA standards in order to obtain accredited status; assists in establishing protocols to acquire and maintain OHA accreditation. Utilizes staff to develop and maintain mechanisms to obtain accreditation.

Program Supervision (EE):

1. Resolves program and clerical support matters relating to personnel or operating procedures;
2. Directs, supervises, administers and evaluates mental health programs and assigns clinical staff to their responsibilities and duties in keeping with the principles of their profession; counsels staff regarding unusual problems or issues;
3. Provides clinical and administrative direction to staff in program planning, development and operation;
4. Responsible for assigned staff development programs and on-going training for assigned personnel; maintains knowledge of training available from outside sources;
5. Responsible for the efficiency of general mental health service program administration and office procedures;
6. Develops, coordinates, assigns, supervises, evaluates and perform specific mental health services including testing, research, consultation and therapy;
7. Coordinates clinical operations with other program managers, reviews continuity of care and assignment of cases; assesses quality of care provided and effectiveness of treatment;
8. With Director Approval, recruits and hires mental health services staff.
9. Recommends to the Director, staff promotion, commendation or necessary discipline;
10. Promotes cooperative team efforts among staff and with other agencies;

Agency Operations (EE):

As directed by the Director this position will:

1. Provide professional assistance to the Mental Health Advisory Board, Hermiston School District School Based Mental Health collaboration team (includes UCHS, Hermiston School District, Lifeways, GOBHI) in evaluating service needs of the program as needed or requested;
2. Assess the mental health needs of the school district and participates in the development of programs to address those needs;
3. Actively deliver mental health services within the Hermiston School District, including, but not

- limited to: full assessments, facilitate groups and individual session, meet with parents and families, provide case management;
4. Gain knowledge of new developments in mental health and implements appropriate concepts such as managed mental health care, Medicaid, regional services and joint ventures as approved by the Management Team;
 5. Be responsible for monitoring program services to ensure compliance with statutory responsibilities and rules; analyzes the impact on programs;
 6. Be responsible for the planning, implementation of new programs essential to improve the mental health of the schools;
 7. Assess needs and reviews policies and program operations on a continuing basis;
 8. Ensure a coordinated system of care with subcontract agencies serving program populations;
 9. Assist subcontract agencies through consultation, instruction and joint staff meetings as needed or requested.
 10. Actively participate in national, state, regional and local organizations, commissions and task forces to promote and coordinate mental health programs with the objective of developing new resources and more comprehensive mental health programs as needed or requested;
 11. Represent the agency in drafting, introducing, advocating and testifying on mental health related legislation;
 12. Promote citizen involvement in setting service priorities;
 13. Serves as a liaison with other departments, divisions, government agencies and community groups;
 14. Develop and participate in training programs for community and professional groups as needed or requested.
 15. Cooperate and maintain good working relationships with other program managers and other program staff.
 16. Directs activities aimed at enhancing the Agency's image and imparting general and specific knowledge to the Community-at-large.

REQUIREMENTS FOR POSITION: The Mental Health Services Manager must possess thorough knowledge of and demonstrated ability to:

1. Community mental health; State of Oregon Mental Health Division Administrative Rules, Children's Services Division regulations and client process monitoring systems as well as, principles, practices, methods and techniques of effective program management including public relations, personnel management, fiscal management, organizational processes and design, budget and grant preparation and administration; participative management theories; case management methods;
2. Resources relating to development and funding of programs.
3. Communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups;
4. Develop and implement clinical policies;
5. Prepare and justify budget requests;
6. Interpret and apply pertinent provisions of federal, state and county statutes, rules and regulations;
7. Organize, direct, train, evaluate and discipline supervisory and professional staff providing mental health services;
8. Direct staff in continuous efforts to improve quality, productivity and effectiveness;
9. Incorporate team participation in decision-making;
10. Respond to changes desired by citizens and staff;
11. Establish and maintain cooperative working relationships with government agencies, community groups, county employees and the public;
12. Utilize problem identification and resolution techniques;
13. Define and gather statistical information through a computerized management information system;

14. Use initiative and judgement in completing tasks and responsibilities;
15. Negotiate service agreements and contracts;
16. Principles and practices of psychology, psychopathology, behavior modifications, analysis and assessment; theories of normal and abnormal human development; professional ethics; research methodologies and techniques of data collection and statistical analysis;
17. Organizational skills, communication skills, verbal and written;
18. Treatment of chronic and transitory mental and emotional disorders, chemical dependency, and adolescent problems.
19. Support, counsel, lead, motivate, supervise and manage a diverse multi-disciplinary staff;
20. Diagnose and apply triage principles for full range of DSM IV diagnostic categories for adult and children;
21. Develop and administer programs and treatment services for children and adults.
22. Ability to write and administer grants.

Required: Possession of an earned Master's degree in a helping profession (social work, psychology, counseling, family counseling, etc) from a regionally accredited college or university, if located in the USA or commensurate accreditation, if the college or university is located outside the USA, the college or university shall have, and the candidate will have graduated from, a graduate degree program which prepares candidates to provide psychotherapy, rehabilitation counseling, social work, psychology or counseling preparing the candidate to work in mental health or addiction treatment settings. (The above criterion is not intended to exclude regionally accredited colleges or universities that have a religious affiliation). Three (3) years of post-graduate experience one (1) of which must be in a program management position.

Employee's Signature