

DEPUTY DIRECTOR OF COMMUNITY SERVICES

Job Code: 2507; NYSLRS 04500E
Department: Tioga County Mental Hygiene
Classification: Competitive
Salary: Management/Confidential
Adopted: 1/24/95; Revised 3/98, 02/19; Tioga Co. Personnel & Civil Service

* *PUBLIC OFFICER; no term*

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in the planning, directing and managing all resources of a community Mental Hygiene Department. The work is performed under the administrative direction of the Director of Community Services. In conjunction with, and in the absence of the Director of Community Services, exercises administrative direction and oversight of departmental programs and personnel. Wide leeway is allowed for exercising independent judgment in setting policies and making day-to-day decisions related to the management of the agency's resources. Serves as liaison to community agencies, works with state and local monitoring agencies and works with the Community Services Board in the absence of or in conjunction with the Director of Community Services. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Works in conjunction with the Director of Community Services to develop detailed multi-year plans for the provision of clinical services to the area and constantly monitors the actual provision of services against these plans;
- Acts for and in place of the Director of Community Services during his or her absence;
- Recommends appropriate expenditures of funds for special services, and coordinates and oversees budgetary requirements;
- Directs continuing and special studies of the organization and its operations, which may not be limited to financial and budgetary operations;
- Regularly meets the various rehabilitation, substance abuse, and/or mental health service groups to identify problems in efficient and effective delivery of services, eliminate duplication, plan support services (transportation, feed, etc.) and formalize working relationships;
- Assists in the development of personnel policies and procedures;
- Develops and implements policies, procedures and strategies for working with community human resource;
- Works in conjunction with the Director in developing the organization and structure of agency units;
- Assists in evaluating the conduct and performance of agency management staff;
- Works with the Director on decisions on personnel actions, including hiring and firing;
- Conducts public information activities to advance the community's awareness of and involvement in mental health services;
- Establishes policies regarding care and treatment of clients to protect the interests of both agency and client;
- Represents the agency in the place of the Director at legislative sessions, Community Services Board meetings, meetings with State and Federal representatives, and in agency dealings with community leaders;
- Oversees the development of training programs for staff;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Thorough knowledge of the modern mental hygiene systems, programs, services and practice; thorough knowledge of theory and practice of community mental health and the treatment of mental illness, substance abuse and developmental disabilities; ability to prepare detailed agency plans for the provision of agency services; ability to prepare complex verbal and written reports; basic knowledge of the principles and methods of modern mental health care; willingness to assume full responsibility in the absence of the Director of

2. Deputy Director of Community Services

Community Services except where prohibited by New York State Mental Hygiene Law; ability to provide supervision of clinical and support staff; ability to deal effectively with other mental hygiene professionals; willingness to keep abreast of new developments in the mental health field; physical condition to commensurate with the demands of the position.

MINIMUM QUALIFICATION:

Graduation from a regionally accredited or New York State registered college or university with a Master's degree in social work and is currently licensed as a Licensed Clinical Social Worker with R privilege (LCSW-R), by the New York State Education Department **AND**

Three (3) years of progressively responsible clinical and/or administrative experience, which included the supervision* of others within a governmental, private, not-for-profit or proprietary program providing services for people who have a diagnosis of mental illness, mental retardation, developmental disability, alcoholism or substance abuse.

*Supervision is defined as: Responsible direction and control of subordinate employees. This involves a responsibility for planning for individuals in a work group. Typical duties may include, but are not limited to, assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

NOTE: Current and unrestricted licensure as LCSW-R is required at time of appointment and throughout the duration of employment.