

## **GENESEE COUNTY**

### **DEPUTY DIRECTOR OF COMMUNITY MENTAL HEALTH SERVICES (HELP Program)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative and professional position with responsibility for the efficient coordination of the day-to-day activities of the Department. Responsibilities include assisting the Director of Community Mental Health Services in directing the planning, coordination, administration and operation of the mental health and developmental disabilities services, and alcoholism and substance abuse preventative and rehabilitative services provided within the county. Work is performed under the general supervision of the Director with leeway allowed for independent judgment in implementing established policies and procedures. Supervision is exercised over administrative and clerical staff. Performs related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Assists the Director in the planning, organization and direction of a comprehensive community mental hygiene program;

Exercises administrative direction and supervision over mental health and developmental disabilities services, and alcoholism and substance abuse preventative and rehabilitative services;

Manages activities related to preparation and implementation of the annual plan for mental health, alcohol/substance abuse, and intellectual/developmental disabilities;

Assists the Director in overseeing the administrative operations of county mental health & substance abuse programs and for treatment of clients in services and facilities provided by county agencies;

Coordinates mental hygiene services with other authorized public health agencies and groups;

Manages the development of new program initiatives through researching and obtaining new funding and participating in program development activities;

Makes staffing recommendations to the Director for immediate and long range programming;

Participates in departmental staff recruitment and selection;

Oversees, and may plan and develop, educational and informational programs for the community, to promote maximum use of mental health and developmental disabilities services and alcoholism and substance abuse preventative and rehabilitative services, and conducts or directs public awareness forums and activities;

Represents the department in conferences and meetings related to mental hygiene system planning and development;

Supervises subordinates in the department.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices, and procedures of community mental hygiene administration; Thorough knowledge of planning, administration and coordination of mental health, alcohol/substance abuse, and developmental disabilities services; Good knowledge of federal, state, and local legislation and regulations regarding mental hygiene; Good knowledge of treatment resources available related to mental health, alcohol and substance abuse, and intellectual/developmental disabilities; Ability to take on role as designee, granting authority under the Mental Hygiene Law to work with police in the transport of community members who require assessments; Ability to plan and supervise the work of others; Ability to prepare and analyze complex records and reports; Ability to communicate effectively both orally and in writing; Ability to establish good working relationships with others; Resourcefulness in handling administrative problems; tact and courtesy; sound professional judgement and integrity; initiative;

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

### **MINIMUM QUALIFICATIONS:**

- A.** Possession of a Master's Degree in Social Work, Sociology, Psychology, or closely related field and two (2) years of full-time paid experience in providing direct services to individuals with mental health disorders, substance use disorders and/or intellectual/development disabilities (I/DD). This experience should include providing referral/linkage to a broad range of services essential to successfully living in the community;

**OR:**

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### **MINIMUM QUALIFICATIONS CONTINUED:**

- B.** Possession of a Bachelor's Degree in Social Work, Sociology, Psychology, or closely related field and four (4) years of full-time paid experience in providing direct services to individuals with mental health disorders, substance use disorders and/or intellectual/development disabilities (I/DD). This experience should include providing referral/linkage to a broad range of services essential to successfully living in the community.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Non-competitive Class

Adopted 9/24/24-12/31/24

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.