

MENTAL HEALTH RESIDENTIAL TREATMENT PROGRAM MANAGER

NATURE OF WORK IN THIS CLASS

This is complex administrative work involved in the management of the Residential Treatment Facility for the Department of Mental Health and Substance Abuse.

Employees in this class manages the overall operations of the residential treatment facility and clinical support staff, including contract negotiations and other related program functions.

ILLUSTRATIVE EXAMPLES OF WORK (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans, administers and coordinates residential treatment programs and activities for the Department of Mental Health and Substance Abuse (DMSS).

Interprets and maintains policies, procedures, regulations and other guidelines pertinent to the residential treatment program.

Recommends staff organizational needs to attain program goals and objectives; forecasts manpower requirements in relation to program objectives.

Determines priorities and maintains caseload of the section in accordance with pertinent laws, policies, and health needs.

Prepares and administers program budget and required reports; and assists with grant proposals applicable to the treatment program.

Conducts and approves employee performance appraisal; reviews and makes recommendations relative to advancement and methods of improving job performance; provides for personnel training in Division's work methods and procedures.

Maintains liaison with other agencies who may be impacted by programs dealing with drug or alcohol abuse; coordinates community events relative to the program objectives.

Prepares work requests and purchase order requisitions for office supplies, materials and equipment.

Maintains records and prepares various reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of controlled substances and the known effects of alcohol and drug abuse.

Knowledge of the dynamics of human behavior.

Knowledge of the principles and practices of management.

Ability to develop and implement drug and alcohol abuse programs.

Ability to supervise the work of others.

Ability to interpret, apply and make decisions in accordance with pertinent laws, regulations, and other program guidelines.

Ability to analyze and evaluate program plans and operations and initiate changes and make recommendations regarding policy and operational methods directed towards their improvements.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- A) Three years of experience in the implementation of residential treatment setting for chemically addicted clients, and graduation from a recognized college or university with a Bachelor's degree in psychology, social work, or closely related field; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: October 1991
Pay Range: 46
Grade: M



FELIX P. CAMACHO
Executive Director
Civil Service Commission