

LANCASTER COUNTY
MENTAL HEALTH PROGRAM MANAGER

NATURE OF WORK

This is responsible administrative and supervisory work planning, developing, coordinating and supervising a major division within an overall mental health program.

Work may involve any one or more of the following: developing and implementing detailed programs to effectively meet the mental health needs of the community; planning, developing, coordinating and supervising programs designed to assist clients in resolving emotional, personal and social needs; and providing direct counseling services to clients to resolve a variety of emotional, mental and related problems. The above are accomplished through developing goals and objectives to meet stated community and client needs; evaluating and monitoring program effectiveness; implementing and revising policies and procedures to facilitate proper program functioning; coordinating activities with other program units within the total mental health program; developing, monitoring and reviewing program budgets and participating in development of departmental budget. Supervision is received from the department head with work being reviewed in the form of reports, conferences, achievement of program goals and effectiveness of existing programs. Supervision is exercised over subordinate staff assigned to division.

EXAMPLES OF WORK PERFORMED

Plan, develop, coordinate and supervise detailed consultation, treatment and prevention programs and activities, and human resource programs designed to assist clients in resolving emotional, personal and social needs; coordinate and monitor functional program areas for the division, as assigned.

Plan, develop, coordinate and supervise detailed community living services, intermediate care, residential and transitional living facility programs designed to assist clients resolving emotional, personal and social needs.

Develop, implement and revise policies and procedures designed to facilitate proper program functioning; evaluate and monitor program effectiveness.

Develop and monitor program budgets and participate in the development of the departmental budget.

Serve on departmental and community committees and/or task forces; provide leadership and consultation so that services of the mental health program are fully utilized; develop goals and objectives to meet stated community and client needs.

Counsel clients experiencing a variety of emotional, mental and related problems.

Plan, supervise and evaluate the work of subordinate personnel; oversee the delivery of client treatment services.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of community organization and current social and economic problems affecting the community.

Extensive knowledge of the sociological, behavioral, and cultural factors influencing the behavior and attitudes of clients.

Extensive knowledge of the professional principles, current practices in assessment and methods of treatment pertaining to the delivery of mental health services to clients.

Ability to plan and implement programs to meet departmental goals and objectives.

Ability to plan, assign, and supervise the work of subordinates engaged in the delivery of mental health services to emotionally disturbed clients.

Ability to make professional decisions within the framework of departmental policy and to present ideas concisely both orally and in writing.

Ability to establish and maintain effective working relationships with community leaders, professional groups, co-workers, clients and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in social work, psychology, sociology or related field supplemented by a Masters Degree in social work or other appropriate field plus thorough experience in program management within a mental health program which includes considerable responsible supervisory experience.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work on social work, psychology, sociology, or related field supplemented by a Masters Degree in social work or other appropriate field plus considerable experience in program management within a mental health program which includes responsible supervisory experience or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

Revised 11/96

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