

CLINICAL RISK MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position in the Ulster County Department of Mental Health (UCDMH). The Clinical Risk Manager is primarily responsible for clinical and administrative inter-agency and inter-departmental coordination of services for high risk individuals with mental illness and substance use issues within NYS Office of Mental Health (OMH), Office of Alcoholism and Substance Abuse Services (OASAS) and Office for People With Developmental Disabilities (OPWDD) programs. Among other duties as determined by the Commissioner or Deputy Commissioner, an employee in this position coordinates and oversees Assisted Outpatient Treatment (AOT) and Clinical Case Review (CCR), leads the department's Disaster Mental Health Team and participates on Ulster County's Suicide Prevention Coalition (SPEAK). This position is supervised by the Deputy Commissioner or Local Government Unit (LGU) Program Supervisor, and works collaboratively with all mental health and other service providers in Ulster County as indicated. Supervision of subordinate staff may be a component of this position. Does related work as directed.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Oversees daily operations of OMH Assisted Outpatient Treatment, including weekly, monthly and significant event reporting to NYS OMH;

Conducts AOT investigations to determine potential eligibility of AOT referents;

Coordinates service providers to ensure successful delivery and compliance of the array of services offered to AOT recipients and assists in the integration of inpatient, outpatient, residential, care management and community support staff to carry out the individualized services plan;

Monitors compliance with AOT court orders and voluntary (enhanced) agreements with written and in person follow up with consumer and provider;

Regularly reviews inpatient census with inpatient staff and interacts with all necessary individuals regarding discharge and treatment planning to facilitate compliance with AOT order;

Coordinates with County Attorney, OMH legal services and AOT psychiatrist to ensure AOT evaluations and orders are completed and filed according to regulation;

Ensures that the notice of the AOT petition is served on all required entities, including the individual, his or her nearest relative, Mental Hygiene Legal Services (MHLS), the AOT program coordinator and any other health care agent appointed by the individual;

Attends all OMH quarterly AOT regional meetings and maintains a good working relationship with the OMH AOT regional coordinator;

Provides trainings to providers and other stake holders as requested;

Prepares NYS OMH reports as required by regulation and maintains AOT and CCR database to ensure accurate record keeping and tracking;

Organizes referrals and maintains calendar for all meetings associated with AOT and CCR;

Participates in Single Point of Access activities and meetings (SPOA);

Oversees UCDMH designee list for Mental Hygiene Law 9.45 hospitalizations and trains identified designees from partner agencies;

Monitors Safe Act reporting and maintains Safe Act statistics;

Acts as UCDMH Disaster Mental Health lead and participates with other agencies on Countywide disaster mental health coordination;

Participates on the UCDMH SPEAK Coalition and in SPEAK activities;

Participates in the development of policies and procedures and is a member of the department's policy and procedure committee(s);

Assists the LGU Program Supervisor and advises the LGU regarding issues related to access, trends and service delivery;

May participate in the development, monitoring and oversight of contracts and agreements with other agencies, service providers and organizations for contract and licensing compliance.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the mental health service system including OMH, OASAS and OPWDD services; thorough knowledge of the principles and practices of prevention, treatment, and wellness services and the principles of recovery and resiliency in mental health; thorough knowledge of clinical risk assessment; good knowledge of the Ulster County behavioral health services system; good knowledge of AOT regulations under section 9.60 of New York State Mental Hygiene law; good knowledge of section 9.45 of New York State Mental Hygiene law; good knowledge of OMH reporting requirements as they relate to AOT; good knowledge of community mental health, social services and probation services; good knowledge of community resources; working knowledge of computer programs as they apply to mental health services; ability to organize, direct and coordinate mental health case management services; ability to coordinate planning across departments and agencies; ability to prepare case summaries as well as outcome reports for administrative purposes; ability to provide leadership; ability to work cooperatively with other agency staff; initiative; good judgment; tact.

MINIMUM QUALIFICATIONS:

- A. (1) Graduation from a regionally accredited or New York State registered college or university with a Doctoral Degree in Clinical Psychology. The doctoral degree must have been granted on the basis of completion of a program of psychology registered with the New York State Department of Education or the substantial equivalent

thereof, in accordance with the New York State Commissioner of Education's regulations; **AND**

- (2) Current licensure as a Psychologist issued by the New York State Department of Education; **AND**
 - (3) One (1) year of post licensure clinical experience in adult services within a community mental health, social services, residential treatment, or inpatient setting which included administrative responsibilities; **OR**
- B. (1) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work; **AND**
- (2) Current licensure as a Licensed Clinical Social Worker (LCSW) issued by the New York State Department of Education; **AND**
 - (3) Three (3) years of post licensure clinical experience in adult services within a community mental health, social services, residential treatment, or inpatient setting which included administrative responsibilities; **OR**
- C. (1) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Nursing; **AND**
- (2) Current licensure as a Registered Professional Nurse issued by the New York State Department of Education; **AND**
 - (3) Three (3) years of post licensure clinical experience in adult services within a community mental health, social services, residential treatment, or inpatient setting which included administrative responsibilities; **OR**
- D. (1) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in human services or one of the behavioral sciences; **AND**
- (2) Four (4) years of clinical experience in human or social services within an adult community mental health, social services, residential treatment, or inpatient setting which included administrative responsibilities.

Special Requirement: At time of appointment, and throughout employment in this title, candidates must possess a valid New York State driver's license.