

## LOCAL GOVERNMENT UNIT – PROGRAM SUPERVISOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the responsibility of administering and coordinating all contractual activities and services related to the behavioral health field in Ulster County that are under the purview of the Local Government Unit (LGU). This is done to ensure compliance with Federal, State and Local regulations and priorities in order to meet the needs of clients of community behavioral health programs. An incumbent is responsible for all aspects of the operation of contractual behavioral health programs and administering client services, fiscal affairs, licensure and logistics by extensive contact with service providers and funding and licensing agencies. Work is performed under the general direction of the Commissioner and Deputy Commissioner of Mental Health with considerable leeway in carrying out the duties and responsibilities prescribed by policy and procedures. Supervision is exercised over personnel involved in coordinating contractual services. Does related work as required.

**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.

Develops contracts with agencies for the provision of services under the auspices of the Local Government Unit of Ulster County;

Monitors and oversees all contractual programs to ensure compliance with Federal State and Local laws and regulations and that the programs are comprehensive, client centered and well integrated in the community;

Assists in the development of performance standards for agencies/programs;

Supervises single point of entry committees to determine what services will be provided for each client and by which agencies;

Maintains contractual budgets, audits monies spent versus services rendered and reviews vouchers;

Evaluates and analyzes contractual agency performance by comparing program outcomes to goals and comparing costs of programs to benefits, so as to recommend resource allocations for agency programs;

Recommends alternative approaches and strategies to agency goals, achievements and problem situations;

Oversees the provision of care management services to identify follow up care, recommendation of additional services and/or client non-compliance of recommended care;

Researches new programs, identifies client and community needs and regulatory objectives and priorities, identifies funding sources and writes supporting grant applications and participates in the development of program initiatives;

Collaborates and integrates efforts between other community support programs, and between different educational, vocational and housing departments to ensure the comprehensiveness, continuity of care and availability of programs;

Prepares, submits and delivers verbal and written correspondence and reports in accordance with administrative policies and procedures;

Keeps apprised of recent developments, changes, innovations and creative techniques and programs within the behavioral health fields through community meetings, professional networks, journals and academic associations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of organizational and administrative processes and techniques as applied to psychiatric rehabilitative programs, behavioral health treatment services and work experience facilities; thorough knowledge of administrative, reporting and control procedures and techniques associated with budget, personnel, contracts and statistical reporting; thorough knowledge of the theory and practice of psychology and social work as applied to a community behavioral health agency; good knowledge of the specific needs of the community for agency services; good knowledge of the operations of treatment facilities; good knowledge of the theories and philosophies applicable to contractual behavioral health service; ability to plan and supervise the work of others; ability to provide clinical advice and guidance; ability to work cooperatively with others; ability to plan and recommend policy review or revision and develop procedural changes to improve the care and efficiency of program services; ability to communicate effectively both orally and in writing; good judgment.

**MINIMUM QUALIFICATIONS:** Either:

- 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) Two (2) years of post-licensure experience, one (1) year of which shall have included clinical supervisory experience and one (1) year of which shall have included working in an administrative capacity; **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 (LMSW or LCSW) issued by the New York State Department of Education; **AND**

- (3) Three (3) years of post-licensure experience, two (2) years of which shall have included clinical supervisory experience and one (1) year of which shall have included working in an administrative capacity; **OR**
- C. (1) Graduation from a regionally accredited or New York State registered college or university with a Master’s Degree in Nursing or a health or behavioral health related field, including a one (1) year practicum or one (1) year post-degree experience if no practicum; **AND**
- (2) Current licensure as a Registered Professional Nurse by the New York State Department of Education; **AND**
- (3) Four (4) years of post-licensure experience, three (3) years of which shall have included clinical supervisory experience and one (1) year of which shall have included working in an administrative capacity.

ULSTER COUNTY  
4103 LGU PRG SU  
Classification: Competitive  
Union: UCSA  
MGT

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