

## **MENTAL HEALTH SPECIALIST-PROGRAM SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for directing a clinical division of the Community Mental Health Program. The incumbent reports to the Director of Community Mental Health or his/ her designee. Work assignments are general in nature and exist primarily in the form of goals which the employee's division is expected to meet or exceed. The employee's work is reviewed through verbal and written reports on division activities and performance. The incumbent exercises both administrative and professional supervision over the work of division staff. 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.

Directs the clinical activities of mental health programs as distinguished from alcohol and substance abuse programs;

Monitors division performance and issues reports;

Serves as a clinical advisor to subordinate employees;

Conducts meetings with treatment team leaders to review team activities and problem cases;

Decides on routine personnel related matters such as request for use of leave time, scheduling of vacations, etc.;

Provides psychotherapy and counseling to division clients as needed;

Conducts performance evaluations on division staff;

Meets with community organizations and serves on community boards as related to the activities of the division;

Interprets agency policy as it applies to the division and issues specific procedures based thereon;

May be required to be on call during unscheduled working hours if circumstances of the assignment deem it essential.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the theory and practice of psychology and social work as applied to a community mental health agency; good knowledge of the specific needs of the community for agency services; ability to provide clinical advice and guidance to members of the inter-disciplinary treatment team; ability to evaluate the work of other clinical workers; ability to evaluate and monitor the performance of the division; ability to elicit community support and assistance in the prevention and treatment of mental illness and substance abuse; ability to prepare detailed written reports and correspondence; ability to provide psychotherapy and counseling to division clients as needed; ability to interact

effectively with other program directors and community providers in order to coordinate the provision of treatment and preventive services.

**MINIMUM QUALIFICATIONS:** Either:

Note: For the clinical and clinical supervisory experience described below, work in substance abuse programs or units are not considered qualifying.

- A. (1) Graduation from a regionally accredited or New York State registered college or university with a Doctoral Degree in 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 clinical experience as a primary therapist, one of which shall have involved clinical supervision; **AND**
- (4) Two (2) years of work experience as a Mental Health Specialist-Unit Leader, or substantially similar duties at a comparable level; **OR**
- B. (1) Current licensure as a Licensed Clinical Social Worker (LCSW) by the New York State Department of Education; **AND**
- (2) Three (3) years of post-licensure, supervised clinical experience as a primary therapist; **AND**
- (3) Two (2) years of clinical supervisory experience; **AND**
- (4) Two (2) years of work experience as a Mental Health Specialist-Unit Leader, or substantially similar duties at a comparable level; **OR**
- C. (1) Current licensure as a Registered Professional Nurse by the New York State Department of Education; **AND**
- (2) A Master's Degree (clinical psychiatric/ mental health nursing program), including a one year practicum or one year post-degree experience if no practicum; **AND**
- (3) Three (3) years of supervised clinical experience as a primary therapist; **AND**
- (4) Two (2) years of clinical supervisory experience; **AND**
- (5) Two (2) years of work experience as a Mental Health Specialist-Unit Leader, or substantially similar duties at a comparable level.

ULSTER COUNTY  
4323 MHS PRG SU  
Classification: Competitive  
Union: UCSA  
MGT

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