

## IMPERIAL COUNTY

### **CLASS TITLE: DEPUTY DIRECTOR OF BEHAVIORAL HEALTH SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Director of Behavioral Health Services, plan, organize, direct, supervise and coordinate a major division of clinical services provided by and through the Imperial County Behavioral Health Department; coordinate a comprehensive diagnostic and treatment program and advise on the prevention, research and clinical aspects of other mental health programs activities; evaluate existing clinical services and treatment methods to assure their effectiveness.

#### **DISTINGUISHING CHARACTERISTICS:**

Deputy Director of Behavioral Health Services is the chief clinical officer of the Behavioral Health Department, and is responsible for the quality of clinical services provided by the assigned division of Behavioral Health Services through division staff and contracted mental health service providers. This class is distinguished from Assistant Director of Behavioral Health Services in that the latter class is responsible for all administrative functions of the department and assumes responsibility for the entire department in the absence of the Director of Behavioral Health Services.

#### **REPRESENTATIVE DUTIES:**

Plan, organize and direct a major division of the department, coordinate with other divisions; direct the clinical services of the County-operated and contract programs for a division the Imperial County Behavioral Health Services Department.

Provide clinical guidance to professional staff; provide for development of professional staff.

Develop and implement a comprehensive clinical services delivery program that utilizes the available resources within the community, including other public and private institutions providing psychiatric, substance abuse counseling and mental health counseling services.

Determine standards of treatment, advise on clinical aspects of contractual arrangements and supervise the monitoring of treatment given to patients by providers under contract with the County.

Evaluate the effectiveness of treatments services provided by the Behavioral Health Department; take corrective action as necessary.

Analyze and review proposed legislation, plans, program change and policy changes; determine department/division impact and implement required procedural changes.

Supervise, train and evaluate the performance of assigned personnel; select, counsel, discipline, reassign or terminate staff as requested.

Prepare and provide for comprehensive records and reports as directed.

Assure compliance with applicable laws, regulations, restrictions and program requirements for alcohol and drug abuse programs.

Research, analyze and seek out grants and other potential funding sources to support behavioral health; prepare grant applications and administer existing grants.

Attend local, regional and State meetings and conferences; serve on committees and advisory boards; advocate program enhancements and continued public support of substance abuse programs.

Confer with community organizations, other public agencies, mental health and substance abuse service providers, school officials and others; coordinate programs and assure effective linkage of services.

Assist in preparing and administering program budgets; approve expenditures for contracted services; assure equitable distribution and allocation of funds throughout the County.

Participate in the Behavioral Health Services management team; assist in formulating, developing and implementing department policies and procedures.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Causes, prevention, diagnosis and treatment of mental illnesses.

Modern techniques and procedures of clinical practices as applied to multidisciplinary behavioral health programs.

Range of treatment services provided by comprehensive community mental health and substance abuse counseling services and programs.

Rules, regulations, policies and standards related to mental health and substance abuse/dependency programs and clinical services.

Legislation pertaining to community mental health and substance abuse programs.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Applicable health and safety, welfare and institutions and penal code regulations.

**ABILITY TO:**

Evaluate multidisciplinary clinical services and treatment methods.

Plan, organize and oversee day-to-day operations of programs.

Communicate effectively both orally and in writing.

Understand, interpret and apply laws rules and regulations applicable to the clinical services of community mental health program.

Establish and maintain cooperative and effective working relationships with staff, patients, colleagues in the community and others.

Analyze problems, reach practical conclusions and initiate effective solutions.

Compile and verify data and prepare reports.

Train, supervise and evaluate personnel.

Work independently with little direction.

Interpret, apply and explain rules, regulations, policies and procedures.

Maintain confidentiality.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Master's degree in clinical social work, marriage and family therapy, public health administration, or public administration and three years of management and/or administrative experience in a behavioral health setting which must have included responsibility for a wide variety of community behavioral health services, program planning, implementation and evaluation, and budget preparation and fiscal control.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License.

**WORKING CONDITIONS:**

Clinic and office environment, working with patients individually and in small groups and driving a vehicle to conduct work.

Physical abilities required include hearing and speaking to exchange information and make presentations, seeing to perform work and dexterity of hands and fingers to operate medical equipment.

Incumbents may be exposed to working with patients with psychological problems who may exhibit hostile behaviors.