

MENTAL HEALTH UNIT DIRECTOR I

This is administrative work in managing a relatively small unit with a specialized treatment program that may be fairly intensive but narrow in scope in a State mental hospital. Employees plan and supervise a straightforward system of medical, health care, social, and/or therapeutic community programs. Work includes daily supervision of the treatment team process, twenty-four hour health care responsibility, and the administrative maintenance of the unit. Work may include provision of direct treatment services through participation in milieu therapy, family liaison, or socialization counseling.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee meets with the treatment team and health care supervisors to plan twenty-four hour coverage and examine activities and assign residents to treatment activities including social interaction, verbalization groups, work therapy, rehabilitation, and/or milieu groups. Employee provides input on programming and staffing needs to comply with various accreditation (JCAH) and State mental health program standards.

Budgeting - Employee prepares recommendations annually for continuation and change budget needs including personnel salaries, equipment, and supplies for supervisor to incorporate into hospital-wide projections.

Organizing and Directing - Employee observes and meets with staff almost daily to review status of activities, discuss plans and coverage for the day and make adjustments as necessary; handling difficult situations and negotiation with other departments for service.

Training - Employee approves training for all staff which may include work related seminars or workshops, and coordinating specific training for health care staff with the staff development department.

Setting Work Standards - Employee sets policies on unit regarding procedures for admission, recordkeeping, patient control, medication, etc., in keeping with overall hospital policies.

Reviewing Work - Through daily observation and treatment team meetings, employee checks on service delivery quality and physical facility upkeep, records and medication procedures in keeping with unit and hospital policies and procedures.

Counseling and Disciplining - Employee counsels with subordinates and makes recommendations for disciplinary action to supervisor.

Performing Other Personnel Functions - Employee participates in hiring all personnel except physicians in conjunction with the clinical/discipline department chief, conducting annual evaluations and recommending merit raises and promotions. Employee is responsible for approving all leave requests.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Responsible for the maintenance of basic medical, social, and rehabilitation programming which is the same on a daily basis. The dynamics of the psychiatric patients and the changes in JCAH Standards, record requirements, and patient rights require some continual adjustments and changes in the work procedures and program activities.

Variety of Work Supervised - Work is primarily administrative in supervising health care, rehabilitation, and social services staff.

Number of Employees Responsible for - 12 to 20.

III. EXTENT OF SUPERVISION RECEIVED: Employee meets weekly with the psychiatrist on unit operations, treatment policies, and progress/problems. A psychiatrist meet regularly with the treatment team on the unit to review and monitor psychiatric treatment. Employee coordinates and meets with the discipline chiefs on service requirements from the respective areas.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Responsible for twenty-four hour coverage, three shifts, seven days a week.

Fluctuating Work Force - Staff stable; on-going permanent basis.

Physical Dispersion of Employees - Unit housed in one building.

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Considerable knowledge of characteristics of the emotionally disturbed; general knowledge of accreditation (JCAH) and mental health standards for the psychiatric patients of programming service needs for emotionally disturbed; general knowledge of management and administrative techniques as applied to State Government system; ability to supervise and administer a staff of professionals and non-professionals.

Minimum Education and Experience - Master's degree in social work, nursing, education, psychology, rehabilitation, occupational therapy, physical therapy, or related degree and one year of administrative experience in a psychiatric unit program or professional level treatment programming with the emotionally disturbed; or a bachelor's degree as above and three years of the above experience; or an equivalent combination of education and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.