

MENTAL HEALTH UNIT DIRECTOR II

This is administrative work in managing a psychiatric unit in a State hospital that ranges from medium to large with program scope that ranges from primarily medical and social to having greater variety including some developmental programs. Work includes daily supervision of the treatment team process, twenty-four hour health care responsibility, and the administrative maintenance including coordinating housekeeping and recordkeeping.

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; handles difficult situations and negotiates with other departments for services.

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 up-keep, 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 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 work procedures and program activities. Scope of programs on the unit adds an additional dimension which directors must cope with.

Variety of Work Supervised - Work is primarily administrative in supervising health care, rehabilitation, and social services staff. Differing programs receive a working knowledge of several disciplines, but not at an in-depth technical level.

Number of Employees Responsible for - 25 to 120.

III. EXTENT OF SUPERVISION RECEIVED: Employee meets weekly with the psychiatrist, chief of psychiatric treatment services on unit operations and treatment policies and problems. A psychiatrist meets 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 for the emotionally disturbed; of accreditation and mental health standards for the psychiatric patients, or programming service needs for the emotionally disturbed; of management and administrative techniques as applied to the State Government system; skill in supervising a staff of professionals and non-professionals and effectively communicating in oral and written form.

Minimum Education and Experience - Master's degree in social work, nursing, education, psychology, rehabilitation, occupational therapy, physical therapy, or related degree and two years 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.