

## REGIONAL PSYCHIATRIC HOSPITAL ASSISTANT DIRECTOR

This is administrative and managerial work in directing the professional support services in a regional psychiatric hospital, with delegated responsibility for acting for the Director in his absence. Work involves directing the provision and integration of multi-discipline services including nursing, psychology, social work, and rehabilitation services, as well as clinical support services such as pharmacy, laboratory, radiology, and medical records. Work may involve administrative direction of other related services such as admissions and transportation. Work requires the allocation of professional support resources to ensure a level of patient care conforming to the requirements of Federal regulations, State statutes, departmental policies, and various licensing and certification agencies, boards, and groups.

I. SUPERVISORY/MANAGERIAL-FUNCTIONS:

Planning - Employee establishes broad, long-range programs and goals for the professional services (program) component of the hospital. Employee plans up to five years in advance in determining personnel, space, equipment, and other resources needed to meet these goals. Employee assists the director and other top management administrators in establishing priorities and deadlines for the entire hospital.

Organizing and Directing - Employee makes necessary internal changes to accomplish the goals of the professional services component, as long as these changes are-in compliance with established hospital policies and procedures. Employee negotiates program changes affecting clinical treatment or fiscal service areas with managers of those departments. Employee submits to hospital director only those issues that are unresolvable through negotiation. Employee assigns work to the various departments and services to ensure an effective delivery of patient care.

Budgeting - Employee develops, following input and prioritizing from department heads, the continuation, expansion and capital improvement budget for the professional services component of the hospital. Employee justifies for and presents department's budget needs to hospital director and executive committee. Employee ensures that professional services departments operate within approved budget and in compliance with established fiscal policies.

Training - Employee identifies training needs or coordinates with staff development department the assessment of staff training needs and the provision of a variety of training programs to meet those needs. Employee approves training for program and professional staff occurring outside the realm of that offered by the hospital staff development department.

Setting Work Standards - Employee participates, as a member of the hospital executive committee, in the development of policies, procedures, and work standards for the entire hospital. Employee develops independently the policies and procedures for responsible departments in professional services, subject to final approval by the hospital director. Employee monitors program staff compliance with established policies, procedures, and work standards.

Reviewing Work - Employee discusses on a daily and weekly basis, with department heads, any problems encountered in the program delivery system of the hospital. Employee reviews on a monthly, quarterly, and annual basis, written reports of major accomplishments of professional services departments, staff, and committees, and their progress toward meeting established goals and objectives. Employee approves changes in staff utilization, program goals, and timetables based on these reviews.

Counseling and Disciplining - Employee advises department heads regarding serious disciplinary actions required for staff in professional services area. Employee monitors and assures compliance by departmental supervisors with established State and hospital disciplinary policies and procedures. Employee assists in or presents hospital's case in regional or State level grievance hearings.

Performing Other Personnel Functions - Employee makes final decisions after consultation with hospital director, on hiring, promotion, salary adjustment, or transfer for professional services department heads or key supervisors. Employee reviews and submits to the hospital director for approval any disciplinary actions that result in employee dismissals. Employee assures equity and merit in the granting of annual salary increases for professional services staff employees.

## II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employee responds frequently to a significant number of minor and major changes affecting the program delivery system of the hospital. Employee regularly makes adjustments in staffing patterns, reassigns physical facilities, reorganizes departmental functions, and establishes new methods and procedures to accommodate these changes.

Variety of Work Supervised - Employee provides overall administrative direction to a variety of administrative, technical, and programmatic supervisors engaged in managing the numerous professional services programs found in a major State institution.

Number of Employees Responsible For - 700-900

III. EXTENT OF SUPERVISION RECEIVED: Employee receives daily and weekly guidance and direction from the hospital director on major organizational, budget, or program goal changes. Work is primarily reviewed through correspondence, reports, weekly meetings, and work planning/performance appraisal sessions related primarily to overall goals achieved by professional services departments.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employee is responsible for a work force engaged in round-the-clock patient care and supervision; staff is dispersed in numerous buildings and locations on the hospital grounds.

## V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of programming service needs of the emotionally disturbed, and accreditation and mental health standards for psychiatric treatment. Considerable knowledge of management and administrative practices applied in a psychiatric hospital setting. Working knowledge of various disciplines involved in the service delivery system, and applicable Federal regulations, State statutes, and departmental policies. Ability to organize and direct the activities of professional and technical personnel representing a variety of disciplines. Ability to communicate effectively in oral and written form. Ability to establish effective working relationships with hospital staff, local service providers, community groups, and a variety of State, Federal, and local officials.

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