

## **BEHAVIORAL HEALTH DIRECTOR**

### **DEFINITION**

Under general Direction, administers the County's mental health and substance abuse treatment programs, including case management, outpatient and inpatient treatment, community education, residential care, crisis services, outreach, prevention, community alcohol and drug programs, perinatal substance abuse and juvenile hall drug and alcohol programs; supervise staff; plan and direct behavioral health programs; provide leadership on mental health issues and perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position management level class in the Health Department reporting to the Director of Health Services, with overall responsibility for the Behavioral Health Division. This position is considered to be an at-will appointment by the Director of Health Services.

This classification is distinguished from the higher level class of Director of Health Services in that the latter, as the Department Head, has overall responsibility for the direction and management of all Administration, Behavioral Health, Clinic Services, Environmental Health, Community Health, Office of the Health Officer, Public Administrator/Public Guardian, Emergency Medical Services and Animal Services programs and activities throughout the County.

This classification differs from the lower class of Assistant Director of Behavioral Health in that the latter oversees the planning, organization, direction and coordination of programs in the Behavioral Health, including regional and County-wide diagnostics, treatment and community services for adults, children and adolescents; directs and manages the administrative and financial activities of the division.

### **EXAMPLES OF DUTIES**

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Plans, organizes, directs, and reviews all facets of the mental health and substance abuse programs and services in the County; reviews policies, procedures, and methods used in County Behavioral Health programs for effectiveness and consistency with service goals and standards; develops new strategies, services and programs based on community needs; develops goals and objectives to accomplish program goals; identifies potential problems and generates innovative and creative solutions.
2. Develops, recommends and implements new or revised policies, standards and procedures; monitors policies and procedures for compliance and quality standards.
3. Monitors and provides oversight for all negotiations and development of professional service contracts for the Division's with community agencies for provision of services, assuring compliance with federal, state and county requirements, evaluating program effectiveness by review of program reports and statistics and developing and implementing policies and procedures.
4. Provides leadership, direction and oversight in the implementation of adult and children behavioral health services; supervises and directs the work of program managers and administrative and support staff; interviews, hires, evaluates, and disciplines staff.
5. Participates as a member of the Department's executive team in the review, development and implementation of policies and procedures for carrying out the Department's goals and objectives.
6. Assures that programs operate on the basis of sound administrative, fiscal and quality management principles within available financial resources.

## Behavioral Health Director

7. Identifies Division-wide administrative, operational and service delivery problems; plans, develops, recommends, implements, and evaluate solutions.
8. Reviews legislative changes for impact on existing programs; advises the Board of Supervisors and Director of Health Services on policy and legislative matters concerning mental health matters.
9. Represents the County at legislative hearings and other appropriate policy forums; confer with local, state and federal officials on mental health and substance abuse concerns; develops and promotes contacts, working relationships, and cooperative programs between the Behavioral Health Department and other agencies and organizations involved in mental health services.
10. Establishes and maintains liaison with representatives of the State and federal agencies to secure approval and funding for behavioral health and drug abuse programs.
11. Makes public presentations before the Board of Supervisors, professional organizations, media, or public groups to provide information on mental health and substance abuse matters.
12. Develops programmatic and administrative aspects of contracts, participate in negotiation of contracts, monitor contract compliance, determine standards of service and treatment and serve as program resource on contract-related matters.
13. Oversees professional continuing education needs and programs.
14. Oversees the preparation, analysis and distribution of Behavioral Health reports and correspondence; coordinates the establishment and retention of various types of records and files.
15. Assists with special projects and other assignments as requested by the Director of Health.
16. Performs related duties as assigned.

### **QUALIFICATIONS**

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

#### Knowledge:

1. Methods and principles of planning, developing, implementing and coordinating large complicated functions such as community behavioral health and drug abuse programs.
2. Principles and practices of contract administration, public financing, fiscal management, budget development and expenditure control.
3. State laws and regulations governing the operation and administration of community mental health and substance abuse programs.
4. Application and effectiveness of multidisciplinary behavioral health treatment modalities including best practices services model used in a comprehensive community-based behavioral health program.
5. Community needs, existing services, gaps in services and trends in behavioral health programs.
6. Clinic organization and procedures.
7. Personnel management and principles of effective supervision.
8. Public relations practices.
9. Legislation pertaining to community behavioral health and drug abuse programs.

#### Skills:

1. Plan, organize and direct diversified, multidisciplinary mental health and substance abuse programs
2. Develop and articulate mission, goals and objectives and implement and monitor policies, procedures and standards of treatment for behavioral health and drug abuse programs.
3. Establish and maintain effective working relationships with State, federal, agency and community representatives and staff.

4. Determine the need and priority of behavioral health and drug abuse programs; recommend allocation of resources and participate in short and long range budget planning and preparation.
5. Understand, analyze, and project budget costs and manage programs within budgetary limitations.
6. Communicate effectively in writing, including the preparation of administrative, technical and statistical reports.
7. Establish and maintain effective working relationships with all levels of County employees, public officials, representatives of federal, state and community agencies and members of the public.
8. Promote interrelationship of services among local public, private and voluntary agencies and organizations.
9. Implement and monitor policies, procedures standards of treatment for mental health and substance abuse programs.

### **REQUIRED CONDITIONS OF EMPLOYMENT**

As a condition of employment, the incumbent will be required to:

- Possess and maintain a valid California class C driver's license or other approved means of transportation.

### **EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING**

Pursuant to Section 620, Title 9, of the California Administrative Code, the following disciplines are eligible for this classification:

1. A physician and surgeon licensed in the State of California showing evidence of having completed three years of graduate training in psychiatry to be supplemented by an additional period of two years of training or practice limited to the field of psychiatry, one year of which shall have been administrative experience.
2. A psychologist who shall be licensed in the State of California and shall possess a doctorate degree in Psychology from an institution of higher education and, in addition, have at least five years mental health experience, two years of which shall have been administrative experience.
3. A clinical social worker who shall possess a master's degree in social work and be a licensed clinical social worker under provisions of the California Business and Professional Code, and shall have had at least five years mental health experience, two years of which shall have been administrative experience.
4. An administrator who shall have a master's degree in hospital administration, public health administration, or public administration from an accredited college or university, and who shall have at least three years experience in hospital or health care administration, two of which shall have been in the mental health field. Additional qualifying experience may be substituted for the required education on a year-for-year basis with the approval of the Department of Mental Health.
5. A marriage, family and child counselor who shall have a master's degree in an approved behavioral science course of study and who shall be a licensed marriage, family and child counselor, and shall have had at least five years of mental health experience, two years of which shall have been administrative experience.
6. A registered nurse licensed by CA who shall possess a master's degree in psychiatric or public health nursing and shall have had at least five years mental health experience.

### **PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory abilities required for this classification include:

1. Ability to sit for extended periods of time at a desk.

Behavioral Health Director

2. Ability to move about the office.
3. Ability to frequently lift up to 10 pounds (e.g., books, binders, paperwork).
4. Physical dexterity sufficient to use a computer for preparing documents and communicating electronically.
5. Ability to see well enough to read standard text and data on an electronic screen of a computer terminal and to read text on papers, books and forms.
6. Ability to hear normal speech, in-person and over the telephone, even in a noisy environment.
7. Ability to orally communicate with people in-person and/or over the telephone, even in a noisy environment.
8. Ability to work in an environment with occasional exposure to grief and death.
9. Ability to work in an environment with occasional risk of exposure to biohazards, infectious organisms and hazardous chemicals.

**CLASS HISTORY**

Class Code: 14K30  
Established Date: October 1969  
Revised Date: January 2002  
Revised Date: April 2009  
Former Title: n/a

**CLASS DATA**

Job Group: 1  
EEO Category: OA  
Work Comp. Code: 9410  
Bargaining/Employee Unit: Y  
FLSA: E  
MOCO OT: N

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Approved by:

/s/ Gerta McClay  
County Administrative Office

04/06/2009  
Date