

BEHAVIORAL HEALTH SERVICES MANAGER II

DEFINITION

Under general direction, plan, organize and direct the program and/or the service of a major program of the Behavioral Health Division; supervise operation of program elements and staff, monitor contract services, supervise staff; act as liaison to community groups, agencies and state representatives; participate in budget planning, preparation and monitoring; and do other work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this management series have responsibility for the direction and supervision of major program elements within the Behavioral Health Division. Positions in this series report to the Behavioral Health Director. Incumbents work under policies and guidelines established by the Director of Health, the Behavioral Health Director and state, federal and local laws and regulations.

The Behavioral Health Services Manager II directs one of the primary programs of Behavioral Health such as Adult Services, Children Services and Alcohol/Drug Services or three or more distinct programs requiring diverse skills, such as Substance Abuse, Managed Care and CalWorks. Programs are carried out by licensed professional staff, including psychiatrists, clinical psychologists, Psychiatric Social Workers and Social Workers, through intermediate Behavioral Health Unit Supervisors who supervise multiple teams of professional staff. The Behavioral Health Services Manager II supervises three or more intermediate Behavioral Health Unit Supervisors who supervise multiple teams of professional staff of 40 or more persons, or monitors multiple memoranda of understanding and contracts for multiple programs with professional staff of approximately 20 or more persons.

The Behavioral Health Services Manager II differs from the higher class of Behavioral Health Director in that the latter has responsibility for the entire Behavioral Health Division. This classification differs from the lower class of Behavioral Health Services Manager I in that the latter directs a smaller program, assists in directing one of the primary programs or services as the quality improvement manager for all Behavioral Health Programs.

Incumbents may be rotated or positions temporarily underfilled at any time for purposes of training or staff development.

EXAMPLES OF DUTIES

1. Plans, directs, monitors and evaluates assigned program elements, including contracted services, to insure compliance with regulations and quality service
2. Analyzes existing and proposed federal and state legislation and regulations for their impact on program operations and funding
3. Prepares and supervises the preparation of policies, procedures, administrative manuals, guidelines and standards. Interprets Health Services policy objectives and operational procedures to subordinate staff, sets standards for performance and insures that appropriate training is carried out
4. Plans and manages program through subordinate supervisors, professional and support staff; selects, trains and evaluates performance of staff
5. Develops and administers the annual budget for an assigned area

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6. Plans and administers an Adult Behavioral Health Program that includes assessment and development and implementation of treatment programs for individuals and the community with the goal of restoring clients to successfully functioning within the community
7. Plans and administers Children's Behavioral Health Services to seriously emotionally disturbed children and adolescents in a manner that is family focused with parental and interagency collaboration in planning and delivery of service where ever possible.
8. Plans and administers substance abuse treatment and prevention services providing for continuity of care, accessibility and gaining community acceptance
9. Plans and implements quality improvement programs in accordance with federal and State regulations. Identifies areas where service needs improvement. Assists regulatory agencies with reviews and audits. Provides or oversees training of staff and contract providers in matters of regulatory compliance.

QUALIFICATIONS

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

Knowledge and Skills:

Knowledge of:

1. The principles and practices of diagnosis and treatment of children and adults with behavioral health problems
2. The laws and regulations governing behavioral health in California
3. The techniques of management relating to training, directing, controlling and evaluating subordinates in a variety of diagnostic, therapy and case management programs relating to behavioral health
4. Community health problems and governmental programs to identify and treat clients in outpatient and inpatient programs including inmates of the County Jail and wards of juvenile institutions
5. The principles and practices of office management including budget practices, cost analysis, office automation and community relations.

Skill and Ability to:

1. Coordinate the work of various behavioral health programs, identify needs, development program objectives, procedures and evaluation techniques
2. Represent Behavioral Health in advising, consulting and/or resolving differences with other programs, agencies and the public; interact and function in situations that require counseling, instruction, persuasion and negotiation
3. Use communication skills and techniques for organizing and directing meetings and transmitting information and instruction to program staff, other agencies and the public.

REQUIRED CONDITIONS OF EMPLOYMENT

Behavioral Health Services Manager II

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

License Required:

Possession of a valid license by the State of California as a Clinical Psychologist, Clinical Social Worker, Marriage and Family Therapist or Registered Nurse and possession of a valid California Driver's License.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

One year of experience as a Program Manager II – Behavioral Health for Monterey County

OR

Two years of experience as a Program Manager I – Behavioral Health for Monterey County

OR

Four years of professional experience subsequent to obtaining a California license as listed above

OR

An equivalent combination of education, training and experience that demonstrates the above knowledge and skills.

CLASS HISTORY

Class Code: 14K41
Established Date: July, 2002
Revised Date: n/a
Former Title: Behavioral Health Program Manager III

CLASS DATA

Job Group: 07
EEO Category: P
Work Comp. Code: 9410
Bargaining/Employee Unit: X
FLSA: E
MOCO OT: N

Prepared by: 7/30/2002

Approved by:

County Administrative Office

Date