

## DEPUTY ADMINISTRATOR OF BEHAVIORAL HEALTH - CLINICAL

### **DEFINITION**

Under general direction, to plan, organize, manage and supervise clinical programs and services of the Behavioral Health Department; to assist with the development and administration of program budgets; to supervise, train and evaluate assigned staff; to be responsible for the development and evaluation of programs and services, including those mandated by the State; to establish policies and goals for assigned programs within the general policies and goals of the Behavioral Health Department; to provide specialized and intensive behavioral health treatment, counseling, therapy, and services for Department clients; to work closely with other management staff to meet care integration goals of the agency; to oversee assigned staff, as well as staff assigned to others during a supervisor's/manager's absence; to serve as a liaison with community, regional, or State agencies; and to perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a unique, management-level classification that is responsible for the management, supervision, and coordination of the clinical functions and services of the Behavioral Health Department, which includes working closely with other management staff to meet care integration goals of the agency. Incumbents provide primary management, supervision and coordination for one or more assigned functional areas, and provide assistance in the management of other functional areas, as needed. The incumbent also assists the Behavioral Health Director with the overall management and administration of the department, and may serve as the Behavioral Health Director in the Director's absence, as assigned. This is a discrete classification. The incumbent in this management position serves at the pleasure of his/her appointing authority.

### **REPORTS TO**

Administrator Behavioral Health/ Acting Director

### **CLASSIFICATIONS SUPERVISED** *(Subject to change based on allocated positions and/or assignment)*

Mental Health Nurse/Psychiatric Technician-Various Levels; Mental Health Specialist I, II, Senior; Mental Health Specialist – SAC I, II, Senior; Mental Health Team Leader I, II, Senior; Mental Health Nurse, Supervising Clinical Psychologist; Substance Abuse Programs Coordinator; Staff Psychiatrist; and other staff as assigned.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, organizes, manages and directs assigned clinical functions and services in one or more areas of the Behavioral Health Department, which may include substance use and co-occurring disorder functions and services for all age groups; works closely with other staff to meet care integration goals of the agency; develops, administers, and evaluates assigned programs in consultation with the Director of Behavioral Health; establishes clinical treatment procedures and processes; assists with the development of unit policies and procedures; plans, organizes and implements new service delivery models; may provide direction and supervision to staff assigned to clinical treatment teams for clients with co-occurring disorders; provides leadership, supervision, and consultation to staff in the resolution of difficult questions concerning clinical problems and client services; provides staff consultation on complex or difficult cases; oversees and reviews staff progress notes and other client documentation; assists with recruitment, staffing, and selection of personnel; provides supervision, training and work evaluation for assigned staff; develops and implements staff training; assesses individual and community behavioral health needs, developing recommendations for new

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### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** (continued)

program directions and development; makes changes to improve delivery of program services; conducts program evaluations; prepares program reports; monitors financial reports; participates in decisions regarding the allocation of limited service resources; provides training and education for community organizations; serves as a liaison with community groups, State and local agencies concerned with the provision of behavioral health services and the treatment of substance use disorders; works with local, regional, and State committees and organizations to develop effective community behavioral health services and substance use disorder treatment; collaborates and provides supportive services and consultations to service/private care providers, reviewing treatment plans including medications and treatment interventions; prepares client evaluations for other agencies; analyzes unit operations and makes recommendations regarding the effectiveness of services; serves as a member of the administrative team in setting Department goals and objectives; assists with establishing Department operating standards, policies, and procedures to comply with laws, statutes, and funding source requirements; may conduct community presentations; oversees and reviews staff progress notes and other client documentation; performs behavioral, cognitive, and interpersonal therapy with clients; develops client treatment and service plans; provides services to clients in recovery or in crisis, as needed; may provide prevention services as needed; may participate in performing 5150 evaluations and advising staff on how to deal with potential "at risk" clients; monitors and manages psychiatric hospitalizations; participates in the emergency "management on-call" system on a rotating basis; represents the Department with other County departments, regional sub-committees, community organizations, and other government agencies.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office, clinic, hospital, home, or community environment; work is performed with people who may exhibit symptomatic behavior; continuous contact with other staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Thorough knowledge of psychological and social aspects and characteristics of emotional disturbances, mental illness and substance use disorders.
- Modern methods of assessing, treating, and counseling persons with behavioral health problems and substance use disorders.
- Federal, state and local laws, regulations, policies and standards pertaining to County behavioral health programs, especially those pertaining to an individual's legal rights.
- Methods and techniques for conducting psychological and social assessments.
- Principles and methods of individual and group counseling.
- Human behavior and development.
- Available community resources for behavioral health services.
- Problems and needs of individuals with serious mental illness and substance use disorders and strategies for addressing these.

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### **DESIRABLE QUALIFICATIONS (continued)**

#### **Knowledge of (continued):**

- Basic knowledge of medications and psychotropic drugs used in behavioral health treatments and substance use disorder treatment.
- Principles of program development and evaluation.
- Principles of supervision, training, and work evaluation.

#### **Ability to:**

- Assist with the management and administration of the Behavioral Health Department.
- Plan, organize, develop, and manage clinical programs and services in the Behavioral Health Department, including those designed to meet care integration goals of the agency.
- Provide supervision, training, and timely work evaluations for assigned staff.
- Provide team leadership and facilitate team building.
- Assess mental disorders, functional impairments and substance use disorders, developing effective care plans in consultation with clients and other professional staff.
- Conduct effective individual and group psychotherapy.
- Perform a variety of behavioral health assessment and therapeutic services.
- Communicate effectively both orally and in writing.
- Communicate effectively with people from diverse ethnic and socioeconomic backgrounds.
- Explain complex and technical terminology and concepts in an understandable and non-threatening manner.
- Direct the establishment and maintenance of a variety of personal, medical, and administrative records, clinical documentation, and related materials.
- Effectively represent the Behavioral Health Department in contacts with clients, the public, community organizations, other County staff, and other government organizations.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

#### **Training and Experience:**

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of licensed clinical experience at a level comparable to that of a Mental Health Specialist, Senior with the County of Lake, AND at least two (2) additional years of experience supervising and/or managing employees at a level comparable to that of a Mental Health Team Leader or Substance Abuse Program Coordinator with the County of Lake. At least one (1) year of clinical supervision is required.

Equivalent to a Masters degree in psychology, social work, marriage and family counseling, nursing or a related field from an accredited college or university which provides the educational basis for licensing to provide psychotherapy in the State of California is required. Additional education and training in Health Administration, Business Administration, and/or Public Administration is preferred.

Certification as an AOD Counselor is highly desirable.

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### **Special Requirements:**

Possession of a California license as a Clinical Psychologist, Clinical Social Worker, or Marriage and Family Counselor is required.

Possession of, or ability to obtain, an appropriate valid California Driver's License.

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