BEHAVIORAL HEALTH DIRECTOR

DEFINITION

Under minimal direction, plans, organizes and directs County Behavioral Health programs and activities; directs and manages the work of Behavioral Health staff through subordinate managers and supervisors; provides expert professional assistance to County management staff in areas of responsibility; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This position reports to the Health and Human Services Agency Director. The incumbent has overall responsibility for the County’s mental health and drug and alcohol program activities provided through the behavioral health care program. Incumbents serve as the County Director of Behavioral Health in accordance with Section 620, Title 9 of the California Administrative Code. The incumbent is accountable for accomplishing departmental and Agency goals and objectives, and for furthering County goals and objectives concerning Behavioral Health within general policy guidelines.

REPORTS TO

Director of Health and Human Services.

CLASSIFICATIONS DIRECTLY SUPERVISED

This position exercises direct supervision of the Behavioral Health managers, supervisors, and related administrative staff.

EXAMPLES OF DUTIES

Plans, organizes, assigns, directs, reviews and evaluates Behavioral Health programs, services and related activities; directs the selection, evaluation, training and development of departmental staff; interprets County policies and procedures to employees; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Behavioral Health Division; directs the preparation and administration of the Behavioral Health Division’s budget; personally performs complex and sensitive professional level work in any of the above areas; directs and reviews the work of contract consultants providing assistance in behavioral health functions; confers with and provides professional assistance to members of County departments on behavioral health matters; conducts or directs analytical studies of behavioral health activities; develops and reviews reports of findings, alternatives and recommendations; advises the Director of Health and Human Services on a broad range of behavioral health issues; represents the County in meetings with representatives of governmental agencies, professional, business and community organizations, and the public; monitors developments related to behavioral health matters; evaluates their impact upon County operations and recommends and implements policy and procedural improvements.
TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:
- Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management, and employee supervision
- Federal, State and local laws and regulations affecting County Behavioral Health programs and services
- Objectives, goals and scope of services provided by local public and private behavioral health agencies and organizations
- Rehabilitation, psychology, social work and/or public health administration
- Drug and alcohol prevention and treatment programs

Ability to:
- Plan, organize, assign, direct, review and evaluate County Behavioral Health program activities
- Select, train, motivate and evaluate assigned staff
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards
- Interpret and apply complex regulations, laws and directives
- Represent the County effectively in meetings with others
- Prepare clear, concise, and competent reports, correspondence and other written materials
- Delegate and ensure accountability throughout the department
- Empower staff and earn their trust
- Set standards and maintain procedures for quality services
- Establish and maintain effective working relationships with those contacted in the course of work
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Skill in:

- Evaluating behavioral health programs and developing new or revised programs as necessary to meet the community’s needs
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to areas of expertise
- Preparing, verifying, analyzing and reconciling complex reports and recommendations
- Exercising sound independent judgment within general policy guidelines
- Situational leadership to support a variety of staff experience and competencies
- Fiscal acumen

MINIMUM QUALIFICATIONS

Education and Experience:
A typical way of gaining the knowledge and skills outlined above is:

A physician licensed in California as a psychiatrist with a minimum of one year of practice and one year of administrative experience.

(or)

A psychologist licensed in California possessing a doctorate degree in psychology from an accredited university and three years of acceptable clinical psychology experience, two years of which shall be administrative experience.

(or)

A clinical social worker possessing a master’s degree in social work or higher and shall be a licensed clinical social worker with five years of behavioral health care experience, two years of which shall have been administrative experience.

(or)

A California licensed marriage, family, and child counselor who shall have a master’s degree in an approved behavioral science course of study, and five years of behavioral health care experience, two years of which shall have been administrative experience.

(or)

A nurse with possession of a master’s degree in psychiatric or public health nursing and licensed as a registered nurse in California with five years behavioral health care experience, two of which shall have been administrative experience. Additional post-baccalaureate experience in a behavioral health care setting may be substituted on a year-for-year basis for the educational requirements.

(or)

An administrator with a master's degree in hospital administration, public health administration, or public administration from an accredited college or university, and three years experience in hospital or health care administration, two of which shall have been in the behavioral health care 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.
Note: Loss of State licensure shall result in termination or reassignment unless other minimum qualifications are met.

Licenses and Certificates:
Possession of a valid California driver's license within 30 days of hire.

Other Requirements:
- must meet requirements of California Code Regulation, Title 9, Division 1, Chapter 3, Article 8, and Section 620.
- must have excellent communication skills and good organization skills.
- must be willing to attend meetings outside of regular work hours.
- must have experience and understanding of leading edge behavioral health intervention and systems including expertise with mental health and alcohol and other drug treatment