

*Code: 5274*

*Title: CLINICAL MANAGER-SOCIAL AND BEHAVIORAL SERVICES*

**SUMMARY:** Designs and implements programs to facilitate the delivery of mental health services to psychiatric patients in an outpatient mental health care program and facility.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Supervises and coordinates multiple teams of professional and paraprofessional staff delivering mental health treatment to psychiatric patients in the community;

Designs and implements new programs to facilitate delivery of mental health services to the community;

Reviews all case records to ensure proper documentation and participates in case management, utilization review and quality assurance activities;

Develops and maintains effective working relationships with other county agencies providing services to the mentally, physically or financially disadvantaged within the community;

Participates in the preparation of the division budget;

Plans, monitors and evaluates clinical services and ensures compliance with departmental goals and contract provisions;

Supervises, trains and evaluates professional and supervisory staff;

Analyzes, determines and recommends staffing needs;

Provides needed clinical support and expertise on an on-going basis;

Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;

Manages a small caseload and participates in crises intervention and case management in support of on-going programs and activities.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- principles, practices, methods and techniques of contemporary mental health treatment, including crises intervention, case management and patient discharge planning;
- psychiatric evaluation criteria regarding psychiatric patients;
- research, development and implementation of mental health treatment programs;
- development and administration of contracts with community resource and social service agencies for outpatient treatment or referral;
- laws, rules and regulations pertinent to the care of psychiatric patients in the hospital and in the community;
- principles, practices and methods of effective supervision;
- budget development and administration;
- report preparation and data analysis.

Skill in:

- applying the principles, practices, methods and techniques of contemporary mental health treatment, including crises intervention, case management, and discharge planning;
- applying psychiatric evaluation criteria regarding psychiatric patients;
- providing training for and conducting a variety of mental health treatment methods, including crises intervention, professional counseling and psychotherapy for groups, families and individuals;
- applying relevant laws, rules and regulations pertinent to the care of psychiatric patients in the hospital and the community;

- researching, developing and implementing mental health treatment programs;
- researching, analyzing, developing and administering contracts with community resource and social service agencies for outpatient treatment or referral;
- managing, training and evaluating mental health professional and support staff;
- developing and administering a unit budget;
- analyzing data and writing reports.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in a behavioral or social science or a closely related field as defined by the appointing authority and two years of related post-graduate course work and five years of professional level experience in a mental health care facility, including two years of experience in both supervision and program development.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OR:

(2) Three years of experience with Pima County as a Mental Health Supervisor.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require possession of a valid Arizona drivers license with appropriate endorsement(s), as defined by the appointing authority. Failure to maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.