

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Mental Health Administrator 1		<b>Class Code:</b> 002FL1
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> PAT 1	<b>Effective Date:</b> 11-14-14
	<b>Summary</b> Incumbent works at a state facility and serves as the director of a 24-hour-a-day, 7-day-a-week interdisciplinary module limited to a specialized area of treatment.		

**Duties:**

- Monitors, evaluates and initiates changes in therapeutic program goals through observation of procedures, attendance at patients'/residents' treatment meetings, checks of ward/unit charts and conferences with staff;
- Formulates and implements administrative procedures in accordance with overall facility policy;
- Establishes and enforces standards for an efficient, effective treatment operation;
- Plans and conducts administrative meetings to disseminate administrative guidelines, evaluate progress of therapeutic programs and present new approaches to patient/resident evaluation and treatment;
- Identifies needs for, and approves, in-service training for module staff and contributes to planning and development of overall in-service training program of the facility;
- Prepares detailed clinical annual reports for treatment units as well as biennial budget recommendations and program justifications;
- Monitors budget allocation to the unit and coordinates with other resources;
- Provides full range of personnel responsibilities such as counseling, disciplining, interviewing and evaluating performance of professional subordinates and is responsible for indirect supervision of entire staff assigned to module;
- Meets with assistant superintendent and other module directors to ensure coordination of overall treatment services and to plan, develop and implement changes;
- Coordinates support services such as housekeeping, laundry, dietary and maintenance to ensure smoothness and effectiveness of operations;
- Ensures compliance with all health, safety and sanitary regulations and rights of patients/residents;
- Performs related duties as required.

**Job Requirements:**

- Broad knowledge of the causes, nature and treatment of a specialized area of mental illness, therapeutic techniques, conceptual framework and techniques and principles of behavioral sciences employed in therapeutic patient services;
- Extensive knowledge of administrative, supervisory and management principles and practices;
- Extensive knowledge of interdisciplinary concept of organization, Division of Mental Health rules, regulations and policies and establishment of patient/resident treatment programs;
- Extensive knowledge of community service agencies and the ability to coordinate and maintain effective working relationships;
- Extensive knowledge of all health, safety and sanitary regulations, treatment standards and legal rights of patients;
- Ability to plan, direct and coordinate patient/resident therapeutic programs for diverse treatment units within module;
- Ability to establish and maintain effective working relationships with other modules and department directors, subordinate employees, patients and community agencies;
- Effectively communicate, both orally and in writing;
- Ability to initiate and modify therapy programs for specialized treatment unit based upon knowledge of advanced theories and new developments in the field of mental illness or mental retardation.

**Difficulty of Work:**

Incumbent uses extensive judgment in developing or modifying treatment approaches following established practices which must be applied to unusual individual cases. Work is broad in scope involving the incorporation of the behavioral sciences and professional disciplines into specialized treatment programs. General guidelines exist, but incumbent must interpret and implement at the operational level.

**Responsibility:**

Incumbent is assigned the general responsibility of planning and implementing a specialized treatment program following the general objectives and mission of the institution. Incumbent is final authority for the quality and effectiveness of specialized treatment services provided within module and work is reviewed for attainment of general objectives and compliance with policy.

**Personal Work Relationships:**

Incumbent has contacts with entire institution's staff, Division of Mental Health central office staff and other community agencies for the purpose of coordinating, planning and implementing treatment programs. Incumbent also has contacts with patients/residents and their families for the purpose of in-depth problem solving and to gain confidence and cooperation in participating in treatment plans.

**Working Conditions:**

Work is performed in a hospital or infirmary setting.