

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Mental Health Administrator 2		Class Code: 002FL2
	FLSA Status: Exempt	Salary Schedule: PAT 2	Effective Date: 11-11-14
	Summary Incumbent works at a state facility and is responsible for planning and developing individual treatment programs for the motivation and rehabilitation of the mentally handicapped or developmentally disabled.		

Duties:

- Conducts treatment unit meetings to ensure proper assessment of problems of individual patients to determine goals and to establish time tables and patient/resident care plans to meet treatment objectives;
- Reviews background histories of all new patients/residents and assigns them to appropriate staff;
- Formulates overall treatment unit objectives and standards and continuously evaluates appropriateness of objectives and monitors achievement of goals, making changes and adjustments as necessary, to maximize efficiency and effectiveness of services;
- Integrates treatment unit programs with other hospitals and community programs and services;
- Prepares and continuously revises treatment unit procedures manual to cover administrative as well as clinical procedures and policies;
- Organizes unit staff and work distribution to facilitate treatment programs and goals;
- Determines training needs and trains entire treatment unit staff through conferences, seminars, workshops and on-the-job training regarding new or changed treatment procedures or programs;
- Maintains contact with appropriate courts preparing treatment plan summaries for involuntarily committed patients and testifying in competency and guardianship hearings;
- Meets regularly with entire unit staff to disseminate information, share and solve treatment problems and define policy and procedures at the unit level;
- Performs related duties as required.

Job Requirements:

- Extensive knowledge of a single professional discipline including the theories, principles, procedures and new developments involved in the treatment of handicapped patients/residents;
- Specialized knowledge of the causes, nature and treatment of mental illness or mental retardation including therapeutic techniques and concepts and principles of appropriate behavioral sciences;
- Specialized knowledge of supervisory and management techniques and philosophy of interdisciplinary unit concept;
- Specialized knowledge of Division of Mental Health Administration (DMHA) rules, regulations and procedures as well as institution's policies and established treatment procedures;
- Practical knowledge of federal and state laws regarding involuntary commitments as well as legal rights of patients/residents and other related precedents;
- Practical knowledge of certification requirements and standards for facility;
- Ability to plan and monitor a specialized treatment unit;
- Ability to interpret and enforce applicable rules, regulations and laws which apply to employees or patients/residents;
- Ability to establish and maintain effective work relationships with staff, heads of professional disciplines, patients/residents and staff in community agencies;
- Effectively communicate, both orally and in writing.

Difficulty of Work:

Incumbent follows facility and DMHA's guidelines and laws, rules and regulations related to care and treatment of patients/residents. Incumbent works with considerable independence in monitoring treatment plans and achievement of goals and must use judgment in interpreting policies at the operational level. Work is broad in scope involving the integration of the behavioral disciplines into a unified treatment approach for individual patients/residents, each with unique, new and unusual problems.

Responsibility:

Incumbent has a substantial impact on the mission of the institution as it is their responsibility to ensure compliance with policies, guidelines and disciplinary ethics through monitoring effectiveness of treatment plans. Instructions are general in nature with many specific guidelines regulating the work. Incumbent receives administrative supervision from a higher level mental health administrator or from central office consultants as needed. Recommendations regarding treatment team procedures are reviewed for compliance with institution's policies and mission.

Personal Work Relationships:

Incumbent has contacts with institution's entire treatment staff to ensure coordination between development and implementation of treatment plans and with the public to explain services and maintain coordination between the institution and other public and private agencies.

Working Conditions:

Work is performed in a state hospital setting.