

Code: 3563
Health and Welfare Service
Medical and Social Service Group
Public Health Series

CLASS TITLE: Director of Mental Health Center

CHARACTERISTICS OF THE CLASS: Under direction, the class directs the day to day operations and administers mental health programs and services provided to community residents at a mental health center; and performs related duties as required.

ESSENTIAL DUTIES: Develops, implements and evaluates mental health programs and services aimed at meeting specialized needs in the community; establishes goals and objectives for programs and services provided to clients; assigns cases to professional and paraprofessional staff engaged in providing psychotherapeutic treatment and counseling to clients; reviews case assignments, clinical records and client diagnoses with staff, ensuring the completeness and appropriateness of assessments and treatment plans; monitors the delivery of services by staff to ensure compliance with departmental policies, procedures and quality standards; develops and implements staff in-service training programs; develops and administers the center's budget; oversees the maintenance of clinic facilities and equipment; prepares comprehensive reports on the center's program activities and clients served.

RELATED DUTIES: Acts as a liaison with community organizations, schools and government agencies to coordinate services for clinic clients; attends meetings with local and city wide advisory boards regarding mental health issues.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Master's degree in Psychology, Social Work or a directly related field, supplemented by four years of progressively responsible mental health experience, including two years of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of the principles, practices and theories of mental health care, psychotherapeutic treatment and case management protocols. Comprehensive knowledge of resources and services provided by community social service agencies. Good knowledge of supervisory and management principles.

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CLASS TITLE: Director of Mental Health Center (Cont'd)

Ability to direct and manage a mental health clinic and oversee the

maintenance of clinic facilities and equipment. Ability to develop standards for client care. Ability to work effectively with clinic staff, community agencies and other social service providers to develop programs that meet the overall needs of the mentally ill.

Considerable skill in the application of modern mental health and psychotherapeutic theories and methods. Considerable skill in developing and administering mental health programs and services. Considerable skill in monitoring the effectiveness of mental health services provided to clients. Considerable human relations skills. Good supervisory and management skills. Excellent oral and written communication skills.

Working Conditions. General Office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class

June, 2002
City of Chicago
Department of Personnel