CLASS TITLE: Assistant Director of Mental Health Center

CHARACTERISTICS OF THE CLASS: Under general supervision, the class assists the director in the administration of mental health programs and services and the supervision of staff at a mental health center; and performs related duties as required.

ESSENTIAL DUTIES: Assists in developing, implementing and evaluating mental health programs and services aimed at meeting specialized needs in the community; assists in establishing 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; assists in monitoring the delivery of services by staff to ensure compliance with departmental policies, procedures and quality standards; participates in developing and implementing staff in-service training programs; assists in developing and administering the center's budget; assists in overseeing 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 three years of progressively responsible professional mental health experience, including one year of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Comprehensive 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.
CLASS TITLE: **Assistant Director of Mental Health Center (Cont'd)**

Ability to assist in the direction and management of a mental health clinic and to assist in overseeing the maintenance of clinic facilities and equipment. Ability to assist in the development of 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 position within the class.

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June, 2002
City of Chicago
Department of Personnel