



## **MENTAL HEALTH/MENTAL RETARDATION SPECIALIST 8**

### **FUNCTIONAL DEFINITION:**

This is responsible administrative work in the therapeutic care and rehabilitation of the mentally disabled. An employee in this class plans, organizes and directs the total operation of a large and highly complex community, cross-disciplinary program for the mentally disabled. The employee plans, develops, implements and evaluates the overall therapeutic development and evaluation of training programs. Work includes coordination and integration of all program services and the coordination of the operating program with community and other agencies. The employee interprets departmental programs, policies and procedures governing the assigned area of responsibility and implements them through subordinate staff. Work is performed with a high degree of initiative and independent judgment under the general direction of an administrative supervisor who establishes general guidelines and evaluates operational effectiveness and achievement of program goals.

### **EXAMPLES OF WORK PERFORMED:**

- Plans, organizes and directs the total operation of a large and highly complex community cross-disciplinary program for the mentally disabled
- Plans, develops, implements and evaluates the overall therapeutic care and treatment program
- Provides for the continuing development and evaluation of training programs
- Coordinates and integrates all program services
- Interprets and implements departmental programs, policies and procedures governing the assigned area of responsibility
- Plans and schedules the long-range and day-to-day operations of the assigned area of responsibility
- Establishes internal policies and procedures not circumscribed by a higher authority
- Analyzes and interprets records and reports
- Interprets program objectives to individuals, public or private agencies and other community organizations to obtain mutual understanding, cooperation and support
- Acts as program representative in difficult and extensive community contacts; coordinates operating programs with community needs and available resources
- Conducts staff meetings
- Performs related work as required

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of the principles, practices and procedures involved in a cross-disciplinary program for the mentally disabled
- Thorough knowledge of current Mental Health/Mental Retardation problems and the resources available to meet them
- Thorough knowledge of the principles and methods of administration, supervision, and community organization, and their application to community and facility-based programs for the mentally disabled
- Considerable knowledge of mental disabilities, their symptoms, and accepted treatment methods
- Considerable knowledge of individual and group behavior with emphasis on the problems and attitudes of the mentally disabled
- Considerable knowledge of community and social welfare agencies engaged in providing care and treatment services for departmental patients and/or clients
- Ability to plan, organize and direct the work of others
- Ability to develop and maintain an understanding attitude toward the mentally disabled and to instill this attitude in subordinate staff
- Ability to organize, integrate, coordinate and direct the provision of all cross-disciplinary services within the assigned area of responsibility
- Ability to exercise judgment in interpreting and implementing programs, policies and procedures



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- Ability to plan, develop, implement and evaluate therapeutic care and treatment programs
- Ability to establish and maintain effective working relationships with patients and/or clients, staff, public and private agencies and the general public
- Ability to evaluate program and staff effectiveness
- Ability to communicate effectively, both orally and in writing

## **QUALIFICATIONS REQUIRED:**

One year of experience as a Mental Health/Mental Retardation Specialist VII; or any equivalent combination of experience and training.