

CLASS TITLE: ADMINISTRATOR, MENTAL HEALTH

Class Code: 02502500

Pay Grade: 37A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Division of Integrated Mental Health Services and under the direction of a superior, to be responsible for: quality assurance and program improvement, development and operation of information systems; development and implementation of service standards; program utilization reviews, review and coordination of state wide managed care and waiver programs, and administration of a variety of selected programs and activities within the Division of Integrated Mental Health Services; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of initiative and independent judgement within broad policy outlines, objectives and priorities for program development and operation; work is reviewed through conferences and submitted reports for results obtained and conformance to divisional and departmental policies and objectives, laws, rules, and regulations.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of a professional, technical, and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Division of Integrated Mental Health Services and under the direction of a superior, to be responsible for quality assurance and program improvement, information systems, services standards, utilization reviews, coordination of managed care and waiver programs and administration of related programs and activities.

To manage a comprehensive automated mental health information system.

To develop and operate a comprehensive community mental health center reporting system.

To identify and respond to emerging management information requirements and to develop related databases and analytical reports.

To be responsible for the identification and utilization of hardware and software and the training of a wide range of users.

To develop and oversee quality assurance and improvement programs and activities relating to the mental health service system.

To develop mental health service standards and related monitoring protocols.

To coordinate managed care and waiver programs and proposals, and enhance mental health systems integration.

To represent the department in negotiations for costs and rate settings for federal and state mental health care reimbursements.

To conduct mental health service program utilization reviews and produce related reports, recommendations and outcome studies.

To be responsible for screening and review of statewide managed care programs and proposals as they relate to mental health services.

To coordinate and provide technical assistance to local agencies in the areas of planning, revenue maximization, program development and evaluation.

To be responsible for a wide range of mental health system programs, tasks, and activities.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of community mental health services, and the ability to apply such knowledge in planning, developing, administering and evaluating a statewide system of mental health services and managed care programs; a thorough knowledge of federal and state laws and regulations pertaining to community mental health services, and the ability to interpret and relate such laws and regulations in the planning, development and implementation of community mental health services and managed care programs and activities; the ability to collaborate with public officials, members of the mental health professions and the public to determine the need for mental health services and to develop those programs and activities; the ability to integrate and coordinate such community mental health programs with those mental health and related programs sponsored by other state, municipal, federal and private agencies; the ability to monitor and evaluate community mental health programs and services and to develop effective evaluative procedures and techniques for funding purposes; a thorough knowledge of automated management systems; an extensive knowledge of related software and the ability to apply this knowledge to the needs of the Rhode Island Mental Health Service System; the ability to coordinate, supervise, and review the work of a professional and clerical staff; the ability to analyze community mental health problems and provide effective resolutions to such problems; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing and possession of a Master's Degree in Social Work or Social Psychiatric Services, Health Care or Social Planning or Administration, or in any other comparable discipline; and

Experience: Such as may have been gained through: employment in an administrative and/or supervisory position with responsibility for planning, developing, implementing and evaluating institutional or community mental health or human service programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Revised
December 29, 2002