

**CLASS TITLE: CHIEF OF CHILDREN'S MENTAL HEALTH
AND EDUCATION**

Class Code: 02823800

Pay Grade: 41A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of children Youth and Families to be responsible for mental health and health services planning for all children on a statewide basis; to manage all educational programs with contracted/private providers (in or out of state); 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 with broad policy outlines, objectives and priorities for program development and operation; work is reviewed through conferences and submittal of reports for results obtained and conformance to departmental policies and objectives, laws, rules and regulations.

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

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Children, Youth and Families, to be responsible for administration, direction, organization and evaluation of a statewide children's mental health and health services program.

To manage a program of education for those children who require the services of contracted/private vendors (in and out of state).

To structure funding and requests for proposals to contracted/private providers to ensure and effective provision of mental and health services and educational services.

To coordinate psychiatric and community mental health programs, hospitalization and "utilization review" activities.

To be responsible for the Child and Adolescent Service System Program (CASSP) including the relationship with Local Coordinating Councils, liaison with Local Education Authorities, community mental health centers, residential counseling centers (RCC) and other agencies dealing with the needs of emotionally disturbed child and their parents.

To assist line staff with placements in psychiatric hospitals and residential treatment facilities.

To develop resources which will ensure that children are placed in the least restrictive setting.

To assist line staff with information and referrals for health services and mental health resources.

To oversee all educational programs with contracted/private providers (in and out of state) by conducting reviews for compliance with state/federal regulations.

To develop, implement and maintain effective lines of communication and dissemination of information to regional staff to maximize services to children and their families.

To assist in appropriate identification and allocation of public and private resources to provide children's mental health services.

To direct continuous and appropriate therapeutic programs which include intake and emergency services, hospitalization, residential services, partial treatment programs and other community and hospital based services utilizing public and private agencies.

To communicate with public and private agencies, local education authorities, local coordinating councils and groups concerned with children's, mental health, health services, and educational services.

To direct the development and maintenance of a management information system relative to children's mental health and health services and children's educational programs and apply management and evaluation techniques as required.

To interpret and apply state and federal laws and regulations consistent with delivery of children's mental health services, and to suggest legislative to these programs.

To supervise and control allocation of available state and federal fiscal resources to public and private agencies which provide a variety of mental health services and/or educational services to children.

To collaborate with public officials, professionals and the public in determining the efficiency of mental health services, evaluation and treatment for children and educational services.

To work closely with advocacy groups, family members and other consumer organizations to assure effective delivery to children.

To work closely with advisory groups or other committees to assure effective mental health service and educational programming delivery for children.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of children's mental health and health services, and the ability to apply such knowledge in planning, developing, administering and evaluating a statewide system of children's mental health programs; a thorough knowledge of the principles, practices and techniques of the provision of education services to children requiring specialized programming; a thorough knowledge of federal and state laws and regulations pertaining to children's mental health and health services and educational programs and the ability to interpret and relate such laws and regulations in the planning, development and implementation of children's mental health, health, educational programs and activities; the ability to collaborate with public officials, members of the health and mental health professions and the public to determine the need for mental health programs that meet the need and acceptance of the community; the ability to integrate and coordinate such children's mental health programs with those mental health and related programs sponsored by the state, municipal, federal and private agencies; the ability to monitor and evaluate children's mental health programs and services and to develop effective evaluative procedures and techniques for funding purposes; the ability to plan, coordinate, supervise and review the work of a professional and clerical staff; the ability to demonstrate management skills in directing personnel and resources toward established targets; the ability to analyze community mental health programs 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 (MSW) or in a closely related human service field; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative and/or supervisory position involving responsibility for planning, developing, implementing and evaluating institutional or community based children's mental health, health, educational, or human service programs.

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

Class Created: March 20, 1994

Editorial Review: 3/15/03