CLASS TITLE: CLINICAL ADMINISTRATIVE OFFICER  
(MHRH)  
Class Code: 02503900  
Pay Grade: 42A  
EO: A  

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Mental Health, Retardation and Hospitals, to be responsible for the total clinical and administrative operation of a major component of mental health, developmental disabilities, or hospital services; to maintain Joint commission on Accreditation of Hospitals (JCAH), Health and Human Services (HHS) Certification, and all other necessary or desirable clinical, administrative, and fiscal accreditation or certifications as appropriate; to foster accreditation of community services; to be responsible for the planning, coordination, direction and implementation of all clinical and administrative activities necessary for the effective operation of the Service Unit; to ensure integration with academic and research and training programs in order to further scientific knowledge and research related to improved client services; to implement treatment and rehabilitative programs; to establish and maintain affiliations with the Brown Medical School, the University of Rhode Island and other colleges and universities in order to further the progress of care rendered to service recipients throughout the state; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of an Executive Director-Mental Health, Retardation and Hospitals with wide latitude for the exercise of independent judgement in carrying out daily functions and mental health operations; work is reviewed on completion and for conformance to laws, rules, regulations and departmental policies and procedures and instructions.

SUPERVISION EXERCISED: Plans, organizes, coordinates, directs and supervises the work of a variety of staff engaged in the delivery of clinical, administrative and support functions at the hospital or in the community system; closely supervises the work of the administrative staff for conformance to established policies and procedures; through periodic assessment, evaluation and monitoring, provides the administrative staff with measures of performance related service delivery.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the planning, coordination, direction and implementation of all activities necessary for the effective operation of a large hospital, or mental health or developmental disabilities system providing acute, rehabilitative, long-term and specialty services to individuals with disability; to further scientific knowledge and research related to improved client services and to implement programs and follow policies and procedures establish by the Director.

To be responsible for efficient coordination of service delivery across hospital departments or agencies and in mutual cooperation with other agency administrators to assure smooth transition of client services within the department.

To be responsible for program planning, organization and control of hospital activities in relation to community-based support services.

To encourage affiliations with community-based hospitals and health care facilities and institutes of higher education for purpose of integrating hospital or community service delivery across institutional lines.

To serve, as required, on the board of several community organizations involved in the delivery of health care to clients as well as the delivery of services to senior citizens.

To assume the responsibilities of the office of the Executive Director in the Executive Director’s absence, as required.

To assure conformance with Joint Commission on Accreditation of Hospitals (JCAH) standards, Health and Human Services (HHS) regulations, and other necessary state and federal requirements related to quality of client care.

To coordinate the operation of the Service Unit with academic, research and training programs.

To participate in a variety of professional and technical committees and to represent mental health, developmental disabilities or physical services to the public and media as required.
To be responsible for development of short and long-term goals and objectives, assorted management plans and to provide periodic management audits and reports for the office of the Executive Director.

To encourage training opportunities for all levels of staff by working with the Mental Health, Retardation and Hospitals Training and Education Section for the provision of effective training programs and seminars to all personnel.

To work in close cooperation with the Director of Mental Health, Retardation and Hospitals and the Associate Director of Fiscal Management in order to maximize appropriate fiscal control within allocated budgeted resources, to oversee capital development projects, and to assure a quality and therapeutic environment for disabled individuals.

To work with the Mental Health, Retardation and Hospitals Legal Department in negotiating a variety of contracts, letters of agreement and associations to assure improved service integration.

To provide administrative supervision to professional staff and serve on staff committees as required.

To supervise, as assigned, non-medical clinical services to assure appropriate service delivery.

To assist with the preparation operating and capital budgets and to review a variety of managerial recommendations for conformance to guidelines or standards.

To prepare communications of departmental or divisional staff as appropriate, and to communicate regularly with division and other agency administrators.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the relevant area of therapy and rehabilitation; a thorough knowledge of hospital and/or human services administration including detailed knowledge of facility operations and practices; a thorough knowledge of hospital or community facility organization, operations and maintenance; the ability to maintain effective mechanisms for control and monitoring to evaluate personnel and facility operations; a detailed knowledge of staff scheduling; the ability to integrate and coordinate effective administrative and clinical services within the facility or system; clinical skill in evaluation, treatment and rehabilitation techniques of individuals with disabilities; the ability to provide clinical/administrative supervision to other professionals; the ability to present verbal and written information in a clear, concise way; the ability to interpret and implement policies and to establish procedures; a through knowledge of the principles and practices of developments within the field of health care; a general knowledge of hospital and community health services; the ability to plan, organize, direct and review work performed by professional and non-professional personnel; the ability to implement polices established through the department or division; the ability to market the services in order to improve the image of the public health care system and its service its service to all citizens; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of at least a Master’s Degree in a specialty area of health practice including Social Work, Rehabilitation, Psychology, Nursing, or Psychiatry; in addition to the foregoing, possession of a Master’s or Doctoral Degree in Public Administration, Hospital Administration, Business Administration or other related field of administration is also preferred; and

Experience: Such as may have been gained through: employment in a responsible clinical/administrative position within a large public or private hospital or health care facility or system for a period of not less than (5) years. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 27, 1994
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