



CLASS SPECIFICATION

Class Code: 17750
Date Est: 08/2014
Last Rev: 07/2019
Last Title Chg:
FLSA: exempt
Probation: 12 months

BEHAVIORAL HEALTH PROGRAM COORDINATOR

DEFINITION

Under administrative direction, provides leadership and guidance on mental health issues, policies and programs; plans and coordinates the Behavioral Health Program of the Human Services Agency across the continuum to include children services, adult services and senior services; coordinates the mental health and substance abuse treatment programs in Washoe County with state, county and community organizations; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in social work, mental health counseling, psychology or other closely related field, AND five years of full-time experience working in the field of human services and/or mental health leadership and management to include at least three years of supervisory experience; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

License to practice social work or mental health counseling in the State of Nevada is not required, but highly desired.

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over professional, paraprofessional and support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Provide leadership on mental health issues at the department, county, state and legislative levels to develop collaboration and effectiveness.

Identify the needs of the community, evaluate the quality of behavioral health services in accordance with the principles and best practices of the industry, address issues and concerns, resolve problems and develop plans and objectives.

Maximize the integration and cooperation of mental health and substance abuse treatment programs with the state, county and local organizations by developing collaborative working relationships with behavioral health service providers, community partners and other stakeholders to ensure high levels of service delivery are maintained, sharing information and resources, and coordinating activities in order to ensure service deliveries meet goals, standards and expectations.

Represent the department with committees, task forces, boards, community meetings and public and private entities at legislative and public hearings and to the media, to include developing and making presentations on issues relating to the department's Behavioral Health Program.

Collaborate with state and federal agencies to secure funding for behavioral health and drug abuse programs.

Plan, develop and administer budgets and fiscal accountability for assigned programs; monitor revenues and expenditures.

Supervise the activities and performance of assigned staff including training, work assignment and review, establishment of performance standards, performance evaluations, professional development, coaching and mentoring, and when necessary, employee discipline.

Negotiate, administer and monitor contracts with service providers related to services necessary for program outcomes; analyze program statistics and management reports, and evaluate program outcomes.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Federal, state and county program and fiscal policies and procedures.

Departmental and countywide policies and procedures including personnel and management policies.

Community behavioral health resources.

Federal, state and county budgeting and expenditure policies and procedures, and state legislative processes.

Computer software specific to the department/division.

Terms and acronyms commonly used in the assigned function.

Ability to:

Plan, coordinate and direct the daily operations of assigned programs and services to accomplish established goals and objectives and optimize efficiency.

Negotiate contracts with vendors and make recommendations to the department director and governing boards.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Behavioral health and substance abuse treatment program best practices and standards, programmatic operating principles.

Principles and techniques of effective management.

Budgeting and financial management.

Principles and practices of program management.

Legal procedures, practices and requirements impacting behavioral health programs.

Federal, state and local laws and regulations that apply to behavioral health and human services.

Roles and services of public and private human services agencies related to assigned program area.

Accepted diagnostic classification systems.

Ability to:

Effectively supervise personnel.

Identify problems, develop solutions and make recommendations and decisions.

Build consensus around program goals.

Interpret and apply regulations, policies and procedures.

Write administrative summaries, narrative reports and other documents.

Maintain confidential client case information.

Deal effectively with a diverse group of individuals from different socioeconomic backgrounds under stressful situations.

Provide clear explanations and information; answer questions and make recommendations for action in a manner that does not intimidate or provoke members of the public.

Understand and manage the public relations issues associated with assigned programs.

Translate desired service delivery results into measurable program evaluation indicators.

Direct peer quality control review systems.

Coordinate the implementation of effective individual, family and/or group clinical interventions.

Coordinate assigned services and activities with other divisions, outside agencies and organizations.

Work independently with minimal supervision.

Inspect clinical records to evaluate appropriateness of services provided and compliance with policies and procedures.

Compile data and prepare a variety of reports.

Analyze data, identify trends and make recommendations.

Communicate effectively both orally and in writing with all those contacted in the course of work.

Maintain effective working relationships with a diverse group of agency personnel, public officials, other agencies, community representatives, vendors, clients, the consumer, community, media, division staff and representatives of other departments.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. Ability to lift and move objects weighing up to 25 lbs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.