

MENTAL HEALTH PROGRAM ADVISOR

KIND OF WORK

Advanced professional work in administering institutional or community based programs training mentally ill and/or mentally retarded persons.

NATURE AND PURPOSE

An employee in this class serves as staff specialist in statewide mental health program planning, implementation and resource management. Duties include some combination of the following: staff development, research, evaluation, grants administration, public relations. Responsibility may extend to lead work over other professional employees. Problem solving includes complex issues presented in establishing and maintaining admission, diagnostic prevention, intervention, treatment and follow-up services. This employee has considerable latitude in providing program and administrative guidance to the community or institutional organizations that deliver mental health services to citizens. Work review is based on results achieved.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Develops a portion of a statewide mental health care plan.

Assists in promulgation of rules, regulations, and policy from statute.

Interprets policy for use by mental health program administrators and supervisor.

Provides technical assistance in program operations to counties, state institutions, and free standing mental health organizations.

Serves as a member of task forces providing specialized information and/or proposals for use by the Governor, legislature or agency management.

Evaluates competencies of local agency staff; plans and delivers training to meet their needs.

Formulates alternative strategies for writing, awarding and monitoring grants.

Integrates the service standards of new programs within current licensing modes.

Directs the work of other employees, as necessary.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of statute, rule, and policy governing mental health care programs.

Thorough knowledge of mental health care delivery systems based in the community or in structured institutions.

Considerable knowledge of principles and practices of the planning, development, and evaluation phases for mental health programs.

Considerable knowledge of principles of staff development.

Considerable knowledge of principles and techniques of program and organizational evaluation.

Considerable knowledge of grant administration.

Working knowledge of the legislative process.

Ability to:

Ability to translate mandate into responsive program rules and plans.

Ability to deal effectively with community leaders, facility administrators/staff and citizens.

Ability to communicate effectively, orally and in writing.

Est.: 8/82  
Rev.:

T.C.:  
Former Title(s):