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## CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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### **CLINIC DIRECTOR**

**Full-Time w/Benefits  
40 Hrs./Wk. @ \$35.34/Hour**

Interested candidates **MUST** complete a Chautauqua County Application for Employment and/or Examination available at [www.co.chautauqua.ny.us](http://www.co.chautauqua.ny.us) click on "Employment." Resumes will not be accepted unless accompanied by an original application. Once application is complete, print and send to our office for consideration.

**Only applicants meeting minimum qualifications listed below will be considered for appointment.**

**DESCRIPTION OF POSITION:** The Chautauqua County Department of Mental Hygiene is currently seeking qualified applicants for a full-time Clinic Director at our Dunkirk, NY location. This is professional and administrative work involving responsibility for administering and supervising the mental health services of a community mental health program. The work includes supervision of professional and clerical staff as well as management of an outpatient mental health clinic. Does related work as required.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

**TYPICAL WORK ACTIVITIES:**

- Recruits, selects, trains and supervises all professional and non-professional employees of a mental health clinic;
- Provides the day to day operational and financial oversight of an outpatient mental health clinic;
- Prepares and submits administrative/operational reports, performance evaluations, incident reports, utilization reviews, productivity and quality assurance;
- Creates and maintains systems to monitor treatment and record keeping;
- Follows up on all assessments, treatment plans, progress and discharge summary notes for timeliness;
- Ensures clinic operations and records are kept in compliance with funding and certifying agencies;
- Supervises staff, sets performance standards, monitors performance and takes corrective action as necessary;
- Ensures a safe and hospitable environment for staff and clients;
- Organizes work and sets priorities based on program needs and administrative directives;
- Responsible to ensure the provision of quality of care rendered at the clinic;
- Supervises and participates in the intake screening of new patients, making an evaluation in all areas;
- Supervises and participates in providing individual, group and family clinical services;
- Represents the department at community meetings and inter-agency collaborations as assigned;
- Leads clinical case conferences;
- Coordinates various activity and treatment programs with other social agencies;
- Supervises the maintenance of a comprehensive case records management system;
- Assures the transfer of outpatients to other levels of treatment when indicated;
- Participates in the county's mental health planning process for long range planning toward the continued development of mental health programs;
- Refers cases to other agencies and coordinates various activities and treatment programs with other governmental and non-governmental social agencies;
- May direct in-service training of other professionals and para-professionals.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the principles, methods, procedures and practices of mental health treatment,

of the functioning of community mental health facilities and the scope of services rendered, and of community resources and how to use them effectively; ability to work effectively with others; ability to organize, direct, and coordinate the clinical services of an outpatient mental health clinic; ability to prepare technical and informational data for administrative use; ability to provide professional leadership of a high order; ability to analyze and evaluate reports of staff workers and make sound decisions; ability to organize and operate orientation programs for new staff counselors; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work and three years of work experience involving supervision of personnel and operations in an agency providing direct care mental health counseling services to individuals.

**ADDITIONAL REQUIREMENT:** Possession of New York State licensure as a Licensed Clinical Social Worker at time of application, appointment and during service in this classification.

Equal Opportunity Employer