



MULTI-SERVICE DIRECTOR

FUNCTIONAL DEFINITION:

This is a major administrative work as director of more than one of the basic patient services or auxiliary services for the mentally disabled. This employee has prime responsibility for the development and administration of the services functional responsibility. Work is performed with guidance from a professional or administrative superior and with considerable independence. This employee works in conformance to broad MH/MR departmental policies and established functional precedents and practices. Work is complex and varied requiring analytical thinking. Supervision of a multi-disciplines staff is exercised through subordinate superiors. Contact is with colleagues, officials of other health and welfare agencies and the public.

EXAMPLES OF WORK PERFORMED:

- Directs the services related to the efficient operation of the Multi-Service Unit
- Confers with unit heads and staff representatives regarding standards, policies and procedures in the care and treatment of the mentally disabled
- Provides leadership and direction to all professional and technical staff in regard to program planning and implementation of the multi-service program
- Responsible for the recruitment, development and utilization of personnel
- Responsible for preparation of any fiscal reports such as Annual Budget and Income & Expenditure Report to Beaver County Behavioral Health Administrator and any other budgetary reporting
- Handles general personnel grievances
- Develops the overall multi-service operating plan in conjunction with the County MH/MR Administrator and CASD
- Meets regularly with County MH/MR Administrator and CASD for review of financial, planning and service aspects of Multi-Service program
- Responsible for study and continuous review and evaluation of the overall service program, standards and needs
- Performs related work as required

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Extensive knowledge of related theories, principles and techniques of the services provided
- Thorough knowledge and administrative work which includes the basic services provided
- Knowledge of other related community agencies
- Knowledge of the basic principles of program interpretation, promotion, evaluation and community organization
- Knowledge of the principles of supervision
- Ability to prepare clear and concise reports and communicate effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with clients, associates and other agency personnel
- Ability to plan, organize, and direct the work of a staff of professional and new professional workers

QUALIFICATIONS REQUIRED:

Three years of experience in progressively responsible administrative work in a service area; and a Master's degree; or any combination of equivalent training and experience.