

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATIONS

MENTAL HEALTH ADMINISTRATOR I

POSITION CODE: 26811
Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under general direction, supervises and participates in the activities of a multidisciplinary team engaged in the observation, treatment, development and rehabilitation of persons with mental illness or intellectual disabilities in either a residential or other in-care unit or a program of out-care and community linkage. Exercises responsibility for the formulation and implementation of treatment of development plans for assigned recipients. Personally assumes charge of the more complex patient problems. Consults, as necessary, with higher level administrators, assists them in program evaluation and policy development and coordinates unit activities with disciplinary specialists.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, directs, and evaluates the activities of a multidisciplinary team composed of Mental Health Specialists and/or other professionals and nonprofessionals engaged in the observation, treatment, development and rehabilitation of persons with mental illness or intellectual disabilities; supervises recipient care, treatment and development in one unit or ward at a facility or at a location within the community.
2. Supervises the formulation and implementation of specific therapeutic treatment and development plans to meet recipient needs; works closely with treatment team members in evaluating therapeutic plans.
3. Directly participates in treatment programs by conducting individual evaluation and therapy of more complex cases or by intervening in community crisis situations.
4. Conducts regular team meetings to discuss team management matters and individual treatment approaches, to present new methods and techniques of recipient evaluation and treatment, and to interview and evaluate recipients.
5. Directs the relationship of the team with other treatment units or special staff services at the facility and with agencies and organizations in the community served; recognizes the need for and consults with disciplinary specialists.
6. Consults with community groups as necessary to encourage and facilitate development of various preventative, control or aftercare programs.
7. Assists in planning and developing of in-service training programs for Mental Health Specialists and Technicians; provides orientation of new personnel and conducts on-the-job training.

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8. Confers with higher level administrators on administrative matters, program evaluation, policy development, more complex treatment matters and assignment and scheduling of personnel.
9. Directs the preparation of reports for program evaluation and research; evaluates performance of subordinates and makes recommendations pertaining to promotions, staffing requirements, training needs and other personnel matters.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to (1) a master's degree in administration, education or the behavioral sciences and successful completion of a comprehensive training program at the Mental Health Administrator Trainee level, or (2) three years of progressively responsible professional experience in or applicable to the provision of therapeutic patient services for persons with mental illness or intellectual disabilities, or (3) three years of progressively responsible supervisory experience in, or applicable to the care, treatment and development of persons with mental illness or intellectual disabilities.

Knowledge, Skills and Abilities

Requires working knowledge of the causes, nature and treatment of mental illness or intellectual disabilities, therapeutic techniques, conceptual framework and techniques and the concepts and principles of the behavioral sciences employed in the provision of therapeutic patient services.

Requires working knowledge of Mental Health rules, regulations and policies and established treatment and development programs.

Requires working knowledge of administrative and supervisory principles and practices.

Requires working knowledge of the principles and practices of other professional disciplines.

Requires ability to plan, supervise and participate in the activities of a multidisciplinary team engaged in the planning, formulation and implementation of therapeutic and rehabilitative treatment programs.