

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATIONS

MENTAL HEALTH ADMINISTRATOR II

POSITION CODE: 26812
Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, directs the overall functioning of two or more multidisciplinary treatment teams engaged in the treatment, development and rehabilitation of persons with mental illness or intellectual disabilities or administers a fully integrated program within a major treatment unit of a state institution or zone center. Supervises and coordinates the work of professional and nonprofessional staff members and exercises major responsibility for the formulation and implementation of treatment programs for assigned patients.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, directs and evaluates the activities of lower level Mental Health Administrators, Specialists and/or other professionals and nonprofessionals engaged in the observation, treatment, development and rehabilitation of persons with mental illness or intellectual disabilities; directs all recipient care, treatment and development in two or more units or wards at a facility or at a location within the community.
2. Directs a fully integrated program, such as a pavilion, catchment area, planning area, etc., within a major institutional treatment unit for the treatment and rehabilitation of persons with mental illness or intellectual disabilities.
3. Plans and directs the formulation and implementation of therapeutic treatment and development programs and activities to meet recipient needs; evaluates therapeutic services provided, and initiates changes in programs and plans.
4. Provides administrative direction and support to subordinates; implements facility policies and interprets and enforces all facility and departmental rules and regulations; consults with immediate subordinates on specific problems affecting recipient treatment.
5. Conducts regular meetings with subordinates to discuss administrative matters, to determine progress of therapeutic services, and to present new approaches to evaluation, treatment or organization of services provided.

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6. Coordinates the relationships of the units or program with other sub zones, programs or services at the facility or at other Human Services facilities; promotes and maintains required administrative liaison with local community agencies and organizations.
7. Participates in planning, developing and implementing in-service training programs for Mental Health Specialists, Supervisors and Technicians; directs and supervises staff development in coordination with an in-service training program.
8. Provides, as necessary, consultation and technical assistance to community groups in the planning, development and presentation of Human Services educational programs.
9. Participates with higher level administrators on administrative matters and program development and evaluation; makes recommendations about staffing requirements, organization and other personnel matters; attends periodic management meetings.
10. Directs the preparation of periodic reports for program evaluation and research; prepares, as necessary, reports on new patient-treatment or development approaches and results.
11. May participate in the screening, diagnosis and treatment or development of individual recipients.
12. 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 either (1) a master's degree in administration, education or the behavioral sciences, and one year of professional experience in or applicable to the provision of therapeutic patient services for persons with mental illness or intellectual disabilities, and successful completion of a comprehensive training program at the Mental Health Administrator Trainee level, or (2) one year of administrative experience in, or applicable to the planning, formulation and implementation of therapeutic and rehabilitative treatment programs.

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Knowledge, Skills and Abilities

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

Requires extensive knowledge of Human Services rules, regulations and policies and established patient treatment and development programs.

Requires extensive knowledge of administrative and supervisory principles and practices.

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

Requires ability to plan, direct and coordinate a small, comprehensive patient treatment program or the activities of multidisciplinary treatment teams engaged in the planning, formulation and implementation of therapeutic and rehabilitative patient treatment programs.

Requires ability to interpret and enforce facility and departmental rules and regulations.