

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

MENTAL HEALTH PROGRAM ADMINISTRATOR

POSITION CODE: 26908

Effective: 09/15/2005

DISTINGUISHING FEATURES OF WORK:

Subject to administrative approval, responsible for the program policy development and overall management and direction of programs and services provided through the Office of Mental Health in the Department of Human Services. Oversees the delivery of intervention and treatment services directed to client populations with mental illness, including adults, forensics, children and adolescents receiving care through State operated facilities and through community-based contractual agencies. Develops standards of care and treatment throughout the service delivery system to improve its efficiency and effectiveness in delivery of services to targeted populations. Represents the Secretary before legislative committees, State and national organizations, meetings and conferences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Directs the provision of in care services to the mentally ill through subordinate administrators of the ten residential centers in Illinois serving the psychological, medical and nursing, social, dietary, therapeutic and rehabilitation needs of persons with severe mental illness. Provides oversight and coordination of the forensic residential programs for persons convicted of sexually violent crimes and other felonies but found unfit to stand trial due to mental illness or not guilty by reason of insanity.
2. Directs the development of planning and standards for a network of mental health services throughout the State. Integrates State mental health programs with local community providers.
3. Monitors and evaluates the effectiveness of care throughout the mental health service delivery system; plans for and budgets resources so that the quality and adequacy of care is consistent throughout the service delivery system, and to assure that maximum benefit is obtained through available resources, and consistent with legislative mandates and regulatory requirements. Identifies needs for additional resources. Responsible for administration of an annual operating budget of over \$700 million.
4. Serves as chief staff advisor to the Secretary when initiating, establishing and implementing program goals and objectives in all phases of the agency's Forensic Psychiatry Program.
5. Provides leadership in providing high quality clinical practice standards for the Department. Attends various hearings, meetings and conferences at the state and local level, representing the Secretary on Mental Health issues.

MENTAL HEALTH PROGRAM ADMINISTRATOR (Continued)

6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires completion of a doctoral degree in Psychology and four years of managerial experience in a mental health agency.

Knowledges, Skills and Abilities

Requires thorough knowledge of professional psychological treatment modalities for the mentally ill, and the medical, nursing, social services and programs required for their care, treatment and rehabilitation.

Requires thorough knowledge of mental health administration and related Federal and State laws and regulations.

Requires extensive knowledge of the field of forensic programming for persons with mental illness.

Requires ability to plan, direct and coordinate a major statewide mental health service delivery system.

Requires ability to develop and maintain effective relationships with staff, other disciplines, community agencies, legislative leaders, educational institutions, and the general public.

Requires ability to exercise sound judgment in the performance of complex administrative functions and to adopt and apply new concepts to current operations and planning.

Requires ability to maintain an active interest in the development of broad programs at local, State and national levels.