

NUECES COUNTY JOB DESCRIPTION

Job Title: Director of Mental Health Programs
Job Code: 2050
Salary Level: Pay Group 40
Class: Professional
FLSA Status: Exempt
W.C. Code: 7720
NAICS Code: 621420
Prepared By: Sara Longoria
Created Date: November 23, 2020

Approved By:

Approved Date:

SUMMARY: The individual is responsible for management of various contracts, programs, and activities implementing prioritized countywide mental health and substance abuse treatment programs. The individual is responsible for managing mental health and substance abuse program contracts, programs, and activities emanating from local mental health and substance abuse-related task force recommendations and the *Nueces County Comprehensive Behavioral Health Community Needs Assessment, Final Report, September 2020* prepared by the Meadows Mental Health Policy Institute.

The individual is responsible for the development of strategic and tactical business plans, defines requirements, determines objective; presents mandated or recommended policy to County Judge and Commissioners Court. Plans, directs, and manages the activities, programs and services of the County Mental Health Department including fiscal management, program planning and evaluation. Act as the subject matter expert and advocate for Commissioners Court and resource for the Hospital District. Performs other duties as assigned.

The individual chairs or serves on committees, with project groups, and at public meetings. The individual designs and implements strategies for the promotion of mental health and substance abuse treatment activities and interests to a wide variety of internal and external audiences. The individual undertakes complex special projects, negotiations, and provides general support services to the County Judge, Commissioners Court, Hospital District Board of Managers, and the Hospital District's management team. The individual tracks mental health and substance abuse treatment legislation and promotes the County and Hospital District's mental health and substance abuse treatment agendas.

May be required to work more than 40 hours during the workweek.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: County Judge

Other: Works closely with Commissioners Court, Hospital District, elected officials, appointed officials, outside entities, and state and local nonprofit, private, and governmental agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Implements activities emanating from local mental health and substance abuse-related task force recommendations and the *Nueces County Comprehensive Behavioral Health Community Needs Assessment, Final Report, September 2020* prepared by the Meadows Mental Health Policy Institute.

Provides County and Hospital District leadership with a comprehensive and systematic range of services and needs of mental health and substance abuse services in the community and prioritize the optimal investment of funding.

Reviews, revises, coordinates, and provides policy direction on all mental health and substance abuse initiatives and pro-actively discern the key areas to provide viable solutions to difficult community needs and or issues.

Establishes cooperative, viable, and effective links with other agencies and organizations that deliver services for mental health and substance abuse services within the community and as part of the current Jail Diversion initiative and new and emerging initiatives, including but not limited to expansion of existing Assertive Community Treatment (ACT) Services, creation of Forensic Assertive Community Treatment Team (FACT), Walk-In Crisis Clinic, Mobile Crisis, Crisis Intervention Team Expansions, Police-Assisted Addiction and Recovery Initiative (PAARI), and Cloud 9 Telehealth Platform.

Facilitates and progresses the work of the County mental health and substance abuse task forces and the *Nueces County Comprehensive Behavioral Health Community Needs Assessment, Final Report, September 2020* to strengthen and further develop a solid structure to raise mental health and substance abuse awareness and to ensure a strong and dedicated system of mental health and substance abuse care in the community.

Plans, organizes, directs, manages, and coordinates the functions and programs of the Mental Health Department.

Oversees partnerships with mental health and substance abuse providers and effectively initiate and maintain strong working relationships with public, community organizations, and other government agencies.

Acts as subject matter expert and advocate for Commissioners Court for any service, contract, grant, funding, and performance evaluation as it relates to mental health and substance abuse services.

Monitors state and federal mental health and substance abuse funding and treatment legislation. Suggests and advocates for funding and legislation as directed by County.

Solicits funding for mental health and substance abuse treatment programs.

Assists Hospital District with any service, contract, grant, funding, and performance evaluation as it relates to mental health and substance abuse services.

Represents the County with the community, providers, and agencies.

Makes presentations to Commissioners Court, Hospital District, and other entities or groups.

Perform additional duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County's insurance carrier.

EDUCATION and/or EXPERIENCE: Graduation from an accredited college or university with a Master's degree or higher in mental health and/or substance abuse related subjects such as Psychology, Social Work, or Mental Health Counseling; plus ten (10) years of broad and extensive experience in the practicing in mental health and substance abuse treatment programs and/or departments, including at least five (5) years of experience having worked in a mental health and substance abuse treatment program management capacity. Additional education, training, and/or experience in Substance Abuse Counseling and/or Addiction Counseling preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: Licensed Psychologist, Licensed Social Worker, or Licensed Professional Counselor and Valid Class C driver's license.

Maintain favorable Department of Public Safety criminal records background investigation. Maintain good standing with applicable State of Texas professional licensing agencies.

OTHER SKILLS AND ABILITIES: Thorough knowledge of agenda preparation in public agencies. Ability to communicate concisely and effectively both orally and in writing, and to make effective public presentations to elected officials and community groups. Ability to manage, coordinate and prepare effective reports on complex projects. A knowledge of laws, ordinances, and regulations related to County operations. Ability to perform a full range of supervisory and management tasks, including work planning and assignment, training, budgeting, employee evaluation, and special projects planning. Ability to work effectively with elected officials, county department, other governmental entities, consultants, the media, and the public. Ability to utilize a personal computer to perform tasks associated with word processing, spreadsheet, and database functions.

Comprehensive knowledge of mental health and substance abuse issues and how they affect the development and delivery of community programs and services; comprehensive knowledge of the law enforcement, criminal justice system, judicial programs and services and various types of jail diversion, community treatment, crisis clinics, intervention teams, assisted addiction and recovery, and behavioral telehealth methods, programs or initiatives; comprehensive knowledge of federal, state, and county laws and regulations, applicable to mental health programs and services; local, statewide, and national mental health delivery systems; principles, techniques, and practices of effective mental health and public administration; operating and general functions of the Texas Health and Human Services Commission, local mental health authorities, and local behavioral health authorities; and principles and techniques of effective employee supervision, training, development and management. Strong skills in communicating effectively both verbally and in writing and presentation delivery skills.

Ability to supervise professional and non-professional employees; ability to operate personal computer and basic office equipment; ability to establish and maintain effective working relationships with co-workers, County employees, Hospital District employees, Elected/Appointed Officials, outside organizations and the public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.