

County of
HENRICO
Virginia

CLASS SPECIFICATION FOR
MH/DS Program Coordinator

GENERAL STATEMENT OF DUTIES: Coordinates and supervises the administrative and program activities of a specialized program unit or branch office of Mental Health/Developmental Services/Substance Abuse Services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves program development and coordination of a specialized program unit and/or a branch office of MH/DS/SA Services. The incumbent provides both professional and administrative supervision to personnel and is responsible for planning, implementing, administering and monitoring the program/office's full range of services. Though a major portion of the employee's time is spent on supervisory and administrative concerns, she/he may also provide direct services to clients or program participants. The incumbent may also be responsible for management of the building or facility where the program/office is located. Receives administrative supervision from an MH/DS Division Director or Program Manager.

EXAMPLES OF WORK (illustrative only):

- Develops written procedures to provide guidance for staff;
- Selects personnel under the supervision of an MH/DS Division Director or Program Manager;
- Evaluates performance of staff;
- Conducts both short- and long-range planning;
- Establishes and maintains effective working relationships with appropriate local and State agencies and other organizations as designated;
- Provides intensive clinical supervision to less-experienced staff;
- Provides administrative supervision to staff;
- May participate in regular administrative meetings and conduct staff meetings;
- May prepare special project grants;
- Determines appropriate assignment of cases to staff;
- May perform individual psychotherapy, marital counseling, case management, family therapy, group therapy, group work and/or other treatment/rehabilitation modalities;
- May conduct client evaluations by interview, social history and/or psychological evaluation and establish treatment/service plans;
- May provide program and case consultation to other community agencies or organizations;
- May conduct educational courses and programs of a preventive nature;
- Expands own knowledge by such means as academic study, independent reading and attending outside conferences, workshops, seminars, etc.;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of community mental health, developmental services and/or substance abuse services concepts and practices; extensive knowledge and understanding of normal and abnormal psychology, personality development, substance abuse etiology/treatment and individual/family dynamics; considerable knowledge of a wide range of treatment or rehabilitative techniques and modalities and the ability to apply them successfully in a community mental health/developmental services/substance abuse services setting; good management and supervisory skills; ability to identify community needs and to design and implement programs which meet these needs; ability to effect and maintain good working relationships with clients and their families, co-workers, the general public and representatives of other human services agencies; skill in oral and written communications; ability to keep

MH/DS Program Coordinator (continued)

accurate records and to make reports in a concise and timely fashion; ability to establish goals and to direct staff toward accomplishment of such goals; ability to monitor program service delivery and to evaluate and modify as needed.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a two-year master's degree in clinical social work, psychology, rehabilitation nursing or a related behavioral science field and four (4) years of work experience in a directly related mental health/developmental services setting (preferably including at least one (1) year in a supervisory capacity); OR, a doctoral degree in a directly related field and three (3) years of work experience in a directly related setting (preferably including at least one [1] year in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Candidates for individual positions may be required to hold or be qualified to work towards licensure or accreditation in the appropriate discipline. May require a pre-employment physical examination and/or regularly scheduled medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position or upon standards established by the State.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.