

## BEHAVIORAL HEALTH ADMINISTRATOR

DESCRIPTION: Under general direction; integrates an agency's mental health, substance abuse and psychiatry services for treatment to meet required community standards; ensures input from all disciplines in the discharge/ re-entry process for integrating a person back into the community; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, organizes, coordinates, and controls the agency's behavioral health programs to establish operational priorities; to coordinate these programs with other functions within the agency; and to ensure program objectives and standards are established and attained and are congruent with overall goals.

Determines and requests staff, material, and equipment needs for operations and programs to contribute to the formulation and justification of budgetary requirements for the agency as a whole

Develops performance evaluation standards and procedures to provide information to subordinates on the expectations of individual work performance and to ensure complete and objective appraisal of a subordinate's performance.

Develops and recommends new and revised statutes, rules, policies and procedures to respond to changes in program or operational needs, objectives, and priorities and to improve the overall efficiency and effectiveness of the behavioral health operations and programs.

Develops and directs the implementation of operational plans to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Confers with and counsels subordinate staff to exchange information on and/or explain work policies, procedure, and guidelines to identify the characteristics and impact of work problems and formulate possible solutions.

Plans, organizes, assigns, and directs work activities of subordinate staff to facilitate the attainment of the established work goals and to ensure the consistent application of established policies, procedures, and guidelines and to ensure documentation is completed appropriately.

Evaluates the effectiveness of the programs and analyzes relevant data to develop new programs and/or improve existing programs to better serve the needs of those served.

Participates in executive management and serves and chairs various committees.

Conducts psychological evaluations including observation, interpretation of psychological test results, and providing treatment of patients.

Serves as a consultant on behavioral health services to other facilities, agency management staff, government officials, legal officials, law enforcement officials, etc.

G72450 – BEHAVIORAL HEALTH ADMINISTRATOR (continued)

FULL PERFORMANCE KNOWLEDGE, ABILITIES AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: agency programs, organizational structures, functions, policies, procedures, communication channels, and objectives as they relate to behavioral health programs; federal and state laws/statutes related to behavioral health; standards required by LB 154; develop and manage budgets.

Ability to: provide leadership in achievement of established goals; develop and apply policies, procedures, and processes for the behavioral health programs; assess operational efficiencies; develop strategic plans and work plans to correct areas of identified need; interact with staff and management and gain their cooperation; successfully merge the mental health, substance abuse, and psychiatry into single a single treatment track to meet the community standards required with one vision and set of outcomes that meet American Correction Association standards.

ENTRY KNOWLEDGE, ABILITIES AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.)

Knowledge of: policies, procedures and practices governing clinical psychology; conducting comprehensive psychological evaluations to determine diagnosis for proper treatment; administering psychological tests; the principles and practices of administration including planning, organizing, staffing, budgeting, coordinating, controlling; statistical and program analysis.

Ability to: promote harmony, supervise staff, administer budgets, evaluate programs, develop programs, follow legal and ethical standards, conduct client assessments, develop treatment plans solve problems related to behavioral health, maintain accurate records.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Licensed Clinical Psychologist in the state of Nebraska with three years as a practicing Clinical Psychologist and demonstrated experience in substance abuse treatment and demonstrated knowledge and experience in integrated behavior health care or primary care; CADAC certification and correctional experience desired.