

### DPI PROGRAM MANAGER

DESCRIPTION: This is administrative work in the development and implementation of statewide and community based mental health programs. The incumbent works under general direction and supervises a small professional staff.

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.)

Confers with state and federal mental health program administrators to obtain information regarding funding for mental health programs.

Supervises professional level subordinates in gathering data on community mental health programs, e.g., organizational structure and service delivery policies.

Assists state and local mental health programs in obtaining financial support and provides information regarding grant conditions and administrative regulations relevant to receiving federal and state monies.

Surveys existing statutes, administrative regulations and policies in order to identify and eliminate statutory and administrative barriers which prevent the delivery of community based mental health services to the chronic mentally ill.

Works with local officials and interested groups in developing local involvement in planning, resource development, implementation and evaluation of community mental health services.

Supervises the professional staff in ensuring that local community mental health program planning is coordinated with the Department of Public Institutions and the human service organizations.

Supervises professional staff in writing mental health program evaluations.

Develops public information materials on mental health community support services for the general public.

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

Knowledge of: federal and Nebraska laws and administrative regulations governing the use of state and federal funds to support community mental health programs; all aspects of community based mental health program service delivery systems e.g., cost control, staffing, use of community and other human service program resources; the purpose and organizational structure of existing mental health delivery systems in Nebraska.

Ability to: develop and maintain close communication with state and local mental health program administrators and community groups interested in community mental health support services; direct the activities of a small professional mental health staff toward the achievement of defined goals; assist local organizations in developing and managing community mental health support services.

DPI PROGRAM MANAGER (continued)

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

Knowledge of: mental health service delivery models; principal federal laws and administrative regulations governing the use of federal monies for community mental health support programs; research design and data gathering techniques.

Ability to: communicate effectively, orally and in writing in order to effectively inform the public about community mental health support programs and to obtain and give technical information on federal and state laws and administrative regulations; train and evaluate the performance of subordinate professional employees.

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.)

Bachelor's degree in psychology, sociology, psychiatric nursing, social work or public health plus four years of experience in planning and implementing mental health programs or a Master's degree or Ph.D. in the previously listed areas plus two years of experience in planning and implementing mental health programs.