

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3652

**TITLE:** MENTAL HEALTH MANAGER

**GRADE:** S-28

**DEFINITION:**

Under administrative direction, administers one or more direct service therapeutic programs within a major service area; OR functions as a second-level administrator of an agency-wide support function with clinical orientation; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Mental Health Manager differs from the Mental Health Supervisor/Specialist in that the Mental Health Manager administers one or more programs within a major service area, or functions as a second-level administrator of an agency-wide support function, whereas the Mental Health Supervisor/Specialist serves as a first-level supervisor or coordinator of an agency-wide support function.

The Mental Health Manager differs from the Mental Health Division Director in that the Mental Health Manager administers one or more programs within a major service area, or functions as a second-level administrator of an agency-wide support function, whereas the Mental Health Division Director administers a major mental health service area.

**ILLUSTRATIVE DUTIES:**

Supervises day-to-day program operations;  
Provides clinical management and senior clinical direction to the program and staff;  
Chairs weekly clinical staffings;  
Provides program policy guidance and interpretation;  
Evaluates program to ensure effective and efficient service delivery and develops plans to address identified gaps in services;  
Ensures that programs meet all agency and state goals and objectives, as well as compliance with all applicable licensing and funding mandates, standards, and regulations;  
Develops and implements new service initiatives and/or revises existing services;  
Manages program budget;  
Examines and evaluates individual aspects of cases for program appropriateness;  
Establishes and participates in case-oriented consultative and educative planning with community agencies, groups and schools;  
Provides input to Mental Health Therapist V on service policies and procedures and assists in program development;  
Serves on committees formulating and implementing procedures for the provision of services from multiple service areas and/or human service agencies;  
Participates in senior management team and committees;  
Participates in planning, coordinating, and evaluating mental health contract services;  
Oversees/participates in writing and developing grants.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of the principles, theories, and methods of the psychological and social development of the individual;

Considerable knowledge of current treatment/care philosophies and programs in the field of mental health;

Knowledge of intake procedures, social history development, and interviewing techniques;

Knowledge of psychiatric, psychological, and/or sociological terminology and concepts;

Broad knowledge of mental health programs and services;

Knowledge of budgetary procedures;

Ability to develop, coordinate, and direct specialized programs;

Ability to recommend alternatives to traditional treatment approaches;

Ability to provide consultative and educative expertise in specialty area;

Ability to compile and analyze data and draw sound conclusions;

Ability to develop and maintain effective working relationships with subordinates, co-workers, public and private sector organizations, community groups and the general public;

Ability to interpret the impact of physical and psychotropic medication on clients;

Ability to lead/motivate a workforce to achieve program objectives;

Ability to work as a team member/leader and develop teamwork in others;

Ability to conduct performance evaluations and implement personnel policies and procedures;

Ability to communicate effectively, both orally and in writing;

Ability to prepare and present oral and written reports.

**EMPLOYMENT STANDARDS:**

Graduation from an accredited college with at least a bachelor's degree in social work, psychology, sociology, counseling or nursing (or, for certain positions providing services to children and adolescents, a Bachelor's degree in special education) PLUS six years of clinical experience OR a master's degree in social work, psychology, sociology, counseling or nursing (or, for certain positions providing services to children and adolescents, a Master's degree in special education) PLUS five years of clinical experience OR a doctoral degree in psychology, social work, counseling or nursing plus two years of clinical experience. Clinical experience means providing direct clinical services to individuals with mental illness and includes supervised internships, practicums, and field experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Contingent upon area of assignment, some positions within this class:

- Must be currently licensed to practice in the Commonwealth of Virginia in one of the following: Registered Nurse, Licensed Clinical Social Worker, Licensed Professional Counselor, Clinical Psychologist, Licensed Marriage and Family Therapist, Clinical Nurse Specialist and/or Nurse Practitioner;
- MANDT Certifications within six (6) months of appointment and annually thereafter;
- First Aid and CPR certification within 90 days of appointment and maintained throughout CSB employment;
- Medication Administration Assistance Certification within 90 days of appointment;

- Must be certified in
  - Hostage-Barricade Negotiation Techniques
  - Critical Incident Stress Debriefing,
  - Preadmission Screenings and Involuntary Detentions

**NECESSARY SPECIAL REQUIREMENTS:**

Criminal background record check;

TB screening upon hire and annually thereafter;

Contingent upon area of assignment, some positions within this class:

- Must be eligible to provide services that can be reimbursed by Medicaid in accordance with the Virginia Department of Medical Assistance Services' requirements;
- Must meet the requirements to be a provider of Case Management Services as set forth by the Virginia Department of Medical Assistance Services;
- Must have a Master's degree that is license eligible in Virginia as either a Licensed Professional Counselor, Clinical Social Worker, Marriage and Family Therapist or Clinical Nurse Specialist;
- Require a National Provider Identifier;
- Require a valid Motor Vehicle Driver's license with fewer than six demerit points (or equivalent in another state) at time of appointment and maintained throughout employment with CSB;
- Require a Hepatitis C screening upon hire and annually thereafter.

REVISED:	February 17, 2011
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