

ADMINISTRATOR OF REHABILITATION SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for managing and overseeing the Intensive Psychiatric Rehabilitation and Treatment program in the Sullivan County Community Services Department. In addition to providing direct administrative and supervisory oversight of the program, the incumbent will be responsible for managing the delivery of rehabilitative services by the professional staff, contractors and client activities related to intensive rehabilitation services found in their individual recovery plan (this may include a participatory retail store or canteen). Work is performed under general administrative direction in accordance with established policies and procedures. Supervision is exercised over a small professional staff.

TYPICAL WORK ACTIVITIES:

Management and supervision of day to day activities of a specific component or unit of the County

Mental Health Agency;

Plans, coordinates and implements services for a specific program or unit of the County Mental

Health Agency;

Participation in formal rehabilitative interventions with clients, using specific assessment or intervention techniques;

Provides professional supervision of all staff assigned to the program;

Acts as a team leader in case conferences designed to discuss the diagnosis and treatment of clients in conjunction with rehabilitation services;

Coordinates the activities of the Psychiatric Rehabilitation and Treatment program with other outpatient programs or services;

Develops and recommends policies with respect to all aspects of the Psychiatric Rehabilitation and

ADMINISTRATOR OF REHABILITATION SERVICES

Page 2

- Treatment program operations and service delivery;
- Participates in informational and educational community activities to further community knowledge about issues related to psychiatric rehabilitation;
- Coordinates various activity and treatment programs with other social agencies;
- Monitors client response to treatment modalities in conjunction with rehabilitation services;
- Assesses individual staff productivity, including but not limited to units of service and revenue production for the program;
- Reviews all Psychiatric Rehabilitation and Treatment program clinical records to assure that the records are up to date and of acceptable professional quality, assuring that the program is in compliance with all appropriate regulatory requirements;
- Supervises subordinate employees in all aspects of personnel issues, including counseling sessions;
- Participates in informational and educational activities to disseminate information concerning the Intensive Psychiatric Rehabilitation and Treatment program;
- Maintains information on community and health resources that can be utilized during the patient's care and subsequent to his discharge;
- Coordinates the transfer of patients to other levels of treatment as appropriate;
- May be required to chair a planning or advisory committee related to services provided in the assigned program/unit;
- Collects and maintains appropriate data from various source such as professional staff and patient's families to establish an overall approach to increase the client's ability to set, achieve and

ADMINISTRATOR OF REHABILITATION SERVICES

Page 3

maintain goals and function more independently.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the practices and procedures of psychiatric rehabilitation and of the social factors affecting disease and disability; thorough knowledge of interviewing principles, practices and techniques; good knowledge of the symptoms, causes, characteristics, prognoses, and treatment methods associated with mental and developmental disabilities; ability to effectively interview individuals for the purpose of obtaining useful case management information; ability to organize work effectively; ability to plan and supervise the work of others; ability to interpret federal, state and local laws affecting the medical and health programs; ability to express oneself clearly and concisely, both orally and in writing; ability to exercise personal discretion and sound judgment especially when dealing with the public; integrity and good judgment; sensitivity to cultural diversity issues and to persons contending with mental or developmental disabilities; and ability to get along well with others.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in psychology, sociology or other behavioral sciences field and two years of experience in supervising Psychiatric Rehabilitation Services;
- (B) Possession of a Bachelor's Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in psychology, sociology or other behavioral sciences field, and four years of experience as described in (A) above.

ADMINISTRATOR OF REHABILITATION SERVICES

Page 4

(C) An equivalent combination of training and experience as described in (A) and (B) above.

Note: Behavioral Science is a sub-set of social sciences including such majors as psychology, sociology, counseling, social work, anthropology, or similar fields. The social sciences are those sciences concerned with human beings living in relation to others in a social environment. The social sciences include study in such things as the behavioral sciences, economics, history, political science, geography, etc. For the purpose of this specification, only a degree in behavioral sciences will be considered as qualifying experience.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 05/23/03
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Removed from draft and placed in classplan on 6/5/03
Revised in Classplan: 10/4/2022
Revised and Replaced in Classplan: 9/30/2024 (Edu)