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Class Specifications for the

MENTAL HEALTH SUPERVISOR SERIES

This series includes classes encompassing supervisory positions in the State's mental health program.

The State's mental health program is concerned with the promotion, protection, preservation, care and improvement of the mental health of the people in the State. To accomplish these objectives, community and/or statewide mental health programs are established and operated to include but are not limited to the following: 1) Informational and educational services to the general public and to lay and professional groups; 2) Collaborative and cooperative services with public and private agencies and groups for prevention of mental illness, drug addiction and alcoholism; 3) Consultative services to the judiciary, to educational institutions, and to health and welfare agencies; and 4) Clinical, hospital and rehabilitation services and facilities for children, adolescents and adults with mental illness, drug addiction or alcoholism. Also, the mental health program includes/provides for the establishment of standards and regulations for and licensing of psychiatric facilities; the evaluation of preventive and treatment services in the field of mental health within the State; the promotion and conduct of research, demonstration projects and studies concerned with the nature, treatment and consequences of mental illness, drug addiction and alcoholism within the State; and cooperation with public and private groups, agencies and institutions in establishing coordinated services to meet the mental health needs of the people.

Supervisory positions are allocated to classes in this series on the basis of the kind and degree of supervision exercised over subordinate positions and by the scope and variety of operations supervised as indicated by the volume, nature, breadth and intensity of services offered by the organizational unit, the type of professional disciplines and number of subordinate professional supervisory levels and the inherent complexity of the workload. In instances when management assigns work to a supervisory position which requires professional training/experience in a specific discipline, e.g., clinical psychology, nursing, social work, etc., the position will be evaluated on the basis of: 1) the highest level of work performed a substantial amount of time; and 2) work which is controlling for recruitment purposes.

Exclusions:

Excluded from this series are:

1. Positions which are limited to providing technical supervision to a group of employees in the same discipline. These positions are classified in the appropriate professional series.
2. Positions which have limited supervisory and coordinative responsibility, by virtue of having a very limited subordinate staff. These positions are classified in the appropriate professional series.

MENTAL HEALTH SUPERVISOR I & II

8B.015  
8B.016

Duties Summary:

Directs and/or supervises and coordinates a variety of mental health services in an assigned geographical area within a major geographic catchment area; or specialized mental health services in a major geographical catchment area; and performs other duties as required.

Distinguishing Characteristics:

These classes involve responsibility for the management of a clinic providing a variety of mental health services in an assigned geographical catchment area or a program of specialized mental health services (such as a children's mental health services team) in a major geographical catchment area. In both situations, a position is responsible for directing and coordinating a multidisciplinary staff of several types of professionals and, typically, paraprofessionals, clerical staff and other personnel.

Grade Level I: This class is distinguished by its responsibility for directing and/or supervising and coordinating a relatively limited combination of a variety of mental health services; and limited types and a comparatively smaller number of multidisciplinary professional staff.

Grade Level II: This class is distinguished by its responsibility for directing and/or supervising and coordinating a relatively broader variety of mental health services; and more intensive types and comparatively larger number of multidisciplinary professional staff, including subordinate supervisory staff.

Examples of Duties:

Plans, organizes, directs and/or supervises and coordinates a variety of mental health program services such as screening, emergency, crisis intervention, diagnostic, outpatient treatment, intermediate care, partial hospitalization, day activity, social activity, inpatient treatment, consultation, etc., services; refers patients requiring specialized and intensive treatment services to appropriate centralized mental health services; establishes and implements operational procedures to make services readily accessible and to assure continuity of care; participates in the development of clinic and/or other specialized mental health program services' policies, standards and other guidelines and oversees conformance; prepares data and other information for program evaluation; coordinates mental health services with other clinics, specialized units and affiliated private agencies; implements authorized new services or special projects; participates in planning for the orderly development of essential services to meet the mental health needs of children and adolescents, adults and the elderly, alcohol and other substance abusers, and the mental health concerns of other public and private agencies and groups within a major geographical catchment area; initiates personnel and fiscal actions; as necessary, handles personnel grievances; prepares budget; prepares correspondence, operational and other reports.

Knowledge and Abilities Required:

Knowledge of: State public health laws, rules and regulations pertaining to mental health; available community mental health resources; principles and practices of supervision.

Ability to: Direct and/or supervise and coordinate mental health program services over a multidisciplinary professional staff, paraprofessional, clerical and others; establish and maintain effective relationships with other governmental agencies, professional and lay groups in the community; speak effectively before groups; prepare clear and concise reports.

MENTAL HEALTH SUPERVISOR III

8B.017

Duties Summary:

Plans, directs and coordinates the full range of community based mental health services in a major geographical catchment area or a specialized statewide mental health services program; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for planning, directing and coordinating the full range of community-based mental health services such as inpatient, outpatient, 24-hour emergency, partial hospitalization or intermediate care and consultation and education within a major geographical catchment area; or the responsibility for planning, directing and coordinating a specialized statewide mental health services program such as the children's or the alcohol and drug abuse programs.

Examples of Duties:

Plans, organizes, directs and coordinates mental health program services to meet the needs of a major geographical catchment area, or plans, organizes, directs and coordinates a specialized statewide mental health services program; plans and implements effective and efficient system for delivery of services; establishes operational procedures; participates in the development of and implements clinical and performance standards; participates in the development of and implements systematic reporting of information and data required for program evaluation and management purposes; plans for the orderly development of essential services to children and adolescents, adults and the elderly, alcohol and other substance abusers and to other public and private human services agencies and groups; establishes priorities for services and special projects based upon community or State needs; identifies community agencies and groups with whom linkages should be established and assigns staff to serve as liaison; participates in or assigns staff to community planning groups concerned with the mental health program; designates staff to serve on special tasks forces or to other groups as required; consults and/or recommends authorization on all new services and special projects requiring additional resources such as personnel and funds; negotiates, develops and administers contracts with public and private agencies relating to services and special projects; oversees the development and updating of specialized statewide mental health services program; provides ongoing liaison with appropriate public and private organizations and other groups concerned with mental health program services; oversees the expenditures and personnel actions to insure adherence to authorized levels; handles personnel problems, or as necessary, requests assistance; directs and/or prepares budget in accordance with divisional guidelines; and prepares appropriate correspondence and reports.

Knowledge and Abilities Required:

Knowledge of: State public health laws, rules and regulations pertaining to mental health; principles and practices of public health administration.

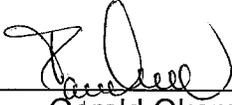
Ability to: Plan, direct and coordinate the full range of community-based mental health services in a major geographical catchment area or plan, direct and coordinate a specialized statewide mental health services program; establish and maintain effective working relationships with governmental agencies, private and professional and lay groups at the community or State level; speak well before groups; prepare clear and concise reports.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service classes MENTAL HEALTH SUPERVISORS I, II & III by the Department of Education Civil Service system.

DATE APPROVED: DEC 22 2005

EFFECTIVE DATE: JUL - 1 2005

  
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