

## LOCAL MENTAL HEALTH CENTER UNIT COORDINATOR

### DESCRIPTION OF WORK

This is administrative and consultative work as non-medical coordinator of a satellite mental health clinic or division of a large mental health center.

Employees are responsible for planning, developing, promoting, coordinating, and evaluating the satellite or divisional program. Work includes the administrative direction of a small staff of counselors, caseworkers, or nurses, coordination of psychiatric and medical services, and participation in the clinic treatment program. Work is performed independently under the professional guidance of a physician located in a separate clinic who visits periodically to provide medical treatment and administrative guidance.

### EXAMPLES OF DUTIES PERFORMED

Formulates satellite clinic or divisional policies and procedures according to local, state, and federal guidelines.

Evaluates existing programs in consultation with technical and professional staff and initiates changes directed toward improvement of the program.

Relates the clinic services to the community, enlisting their cooperation and support; makes speeches and services on panels related to mental health services in general.

Represents the clinic at interagency conferences and seminars; coordinates program with other community agencies such as public health, schools, or social services for cooperative treatment.

Participates in the clinic's treatment program by providing individual and group counseling of long and short-term nature for emotionally disturbed children and adult.

Interprets departmental policies and programs to employees or the public; advises staff on administrative and policy matters.

Coordinates and participates in staff development program for clinic staff; orients, trains, and consults with new staff.

Establishes and maintains effective relationships with agency personnel, count and state officials, and the general public.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Considerable knowledge of social, medical, and economic factors of the community served.

Considerable knowledge of diagnosis and treatment of mental illness.

General knowledge of principles and methods of efficient administration including public relations, personnel administration, budgeting, accounting, and office management.

Ability to plan and coordinate a small clinical treatment program and to supervise or coordinate services of representatives and from the various treatment disciplines.

Ability to establish and maintain effective working relationships with agency personnel and representatives from civic, religious, social, legal, and medical groups in the community.

#### Minimum Education and Experience

Master's degree in guidance counseling, nursing, psychology, social work, theology, or related human service field, and two years of experience in the treatment of mental illness; or graduation from a four-year college or university with a major in a human service field, and four years of experience in the treatment of mental illness; or graduation from an associate or diploma program of nursing and five years of experience in the treatment of mental illness; or an equivalent combination of education and experience.