

County of Berks

POSITION DESCRIPTION FORM

Position Title: Deputy Administrator for Adult Services

Department: MH/DD Program Reports To: (Title) MH/DD Administrator

Wage Category: Exempt Non-Exempt

EEO-1 Category: Officials & Administrators Union Classification: N/A

POSITION SUMMARY:

Performs professional, administrative functions for Mental Health and Developmental Disabilities in a County government environment including the functions as listed below. Represents the Administrator at numerous County, Regional, and State Meetings. Interprets policy to the provider network and the community at large. Plans and monitors the MH/DD adult service delivery system within the County. Develops and implements new services for the residents of Berks County. Oversees current Forensic Services and the development of additional diversion services for the MH/DD Program.

POSITION RESPONSIBILITIES:

Essential Functions

1. Performs all administrative functions in the absence of the Administrator including crisis management, critical incident oversight, fiscal reviews, legal communications, compliance with State and Federal law, and ongoing communication with the County Administrators Association, PACA MH/DS, and PACHSA Committees.
2. Monitors contract with Service Access and Management, Inc. and other providers for the provision of services for individuals with mental illness and developmental disabilities..
3. Authorization and approval of plans and services for individuals enrolled in the Office of Developmental Program's waiver programs.
4. Ensures compliance to the Administrative Entity Operating Agreement related to the Office of Developmental Programs.

Effective Date:

Revision Date: 9/2018

Reviewed: 9/2018

5. Develops short and long range planning in accordance with the Office of Developmental Programs and the Office of Mental Health and Substance Abuse Services.
6. Analyze reports, research, and legislative proposals and mandates as well as Quality Assurance planning and implementation with the MH/DD and Forensic provider networks. Develop and oversee forensic services, work with the Courts and BCJS to divert appropriate individuals with behavioral health issues.
7. Performs the duties of Disaster Crisis Outreach Resource Team County Coordinator including drill participation, recruitment of volunteers, and liaison with the Office of Mental Health and Substance Abuse Services when the Coordinator is unavailable.
8. Oversee the Consolidated Community Reporting initiative for Berks County as well as completing the HCSIS transfers, adoptions, deaths, etc. for Berks County,
9. Co-Chair the Suicide Prevention Task Force with the MH/DD Administrator.
10. Research and develop PowerPoints for presentation regarding MH, DD, Forensics, Suicide Prevention, etc. as needed.

Non-Essential Functions

N/A

MINIMUM EDUCATION AND EXPERIENCE:

1. Master's Degree in related field
2. Eight (8) years of professional level experience in the appropriate field including three (3) years of administrative, supervisory or consultative work, OR one (1) year as a Program Specialist in the appropriate field.
3. Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
4. Valid Pennsylvania driver's license.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of DSM-V (Diagnostic Statistical Manual of Mental Disorders, Revision V).
2. Knowledge of basic computer applications including Microsoft Word, Excel, Power Point, HCSIS, and the Jail Management System.
3. Ability to analyze programmatic and fiscal data.

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4. Skill in performance outcome measure.
5. Knowledge of Quality Assurance functions/tasks.
6. Knowledge of the mandates of the MH/ID Act of 1966 and the ability to implement those mandates.
7. Ability to monitor Contracts.
8. Knowledge of the mandates of the Mental Health Procedures Act of 1976 and the ability to implement those mandates.
9. Knowledge of Department of Human Services MH/DD Fiscal regulations.
10. Ability to prepare annual reports.
11. Ability to communicate effectively both orally and in writing.
12. Knowledge of the Mental Health and Forensic service delivery system.
13. Ability to work effectively and collaboratively with all systems that interact with the Program.
14. Skill in planning and prioritizing work.

PHYSICAL DEMANDS:

Ability to sit for extended periods of time.

WORKING ENVIRONMENT:

Normal office environment. Travel within Berks County is required on a weekly basis, and travel out of county and out of state on a monthly basis. Incumbent must have access to transportation.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION

Signature of Employee

Date

Signature of Supervisor

Date
