NEW AUG 0 ? 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Mental Health Administrator 1	6522 1C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general supervision from higher-level mental health administrator (i.e., with exempt status) or psychiatric nurse supervisor 2 or 3, or physician administrator 3, supervises all hospital aide shift supervisors for assigned residential unit; or acts as program coordinator & supervises all employees carrying out residents' programming & direct care activities on assigned residential unit; or manages & supervises all operations & personnel in medical records & medical library (i.e., where such library is in existence); or in psychiatric habilitation center, plans operations & administers mobile team services or life skills training & outreach projects; Note: Supervision cited herein is defined as "has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees, to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment."

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	61-81	A - Supervises (all hospital aide shift supervisors for assigned residential unit (i.e., composed of 3 or more wards), ensures staff properly implements programs & document services delivered, trains staff in rules & regulations & enforces same, conducts regular rounds of assigned areas to give instructions to supervisors regarding care & training of residents, housekeeping, duties & health & safety measures & ensures adequate staff coverage. B - On assigned residential unit (i.e., living area comprised of 3 or more wards), supervises assigned professional &/or direct care staff in development & implementation of individual treatment/habilitation plans for all clients/ residents, monitors clients/residents programming to ensure appropriateness of individuals placement on wards & that program activities & goals are consistent with clients/ residents' needs & abilities & recommends alternate placement or sees that treatment/habilitation plans are revised, ensures that care, safety, health & hygiene of clients/residents & their living areas & documentation thereof meet federal &/or state regulations & standards, plans or assists in planning budget for unit & orders necessary clothing & hygiene items for residents & needed supplies for unit.	Knowledge of (1) management*, (2) supervision, (3) manpower planning, (4) federal &/or state standards & regulations governing care, custody & programming of clients/residents in mental health or developmental centers or nursing homes, (5) employee training & development, (6) mental health & mental retardation technology, social work or comparable field, special education, psychology or rehabilitation, (7) budgeting*; ability to (8) define problems, collect data, establish facts & draw valid conclusions, (9) prepare &/or review & edit individual treatment/habilitation plans & related documentation, (10) gather, collate & classify information about data, people or things, (11) establish friendly atmosphere as supervisor. *Developed after employment

(826)

123:1-7-17

UNUSUAL WORKING CONDITIONS: May require travel; may be exposed to residents who display irratic &/or violent behavior; exposed to communicable diseases.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
Completion of undergraduate major program care coursework in one of following academic fields: mental health & mental retardation technology, social work or comparable field (e.g., child & family community services), special education, psychology or rehabilitation, or 24 mos. exp. in development & implementation of

TRAINING & DEVELOPMENT:

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OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Mental Health Administrator 1	CODE: 65221C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION:

PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
(827) 123.1-7-17		C - Manages all operations of medical records office & medical library, (i.e., only where such library is in existence) & supervises staff responsible for preparation & maintenance of complete & accurate medical records & forms, develops & implements in-service training & educational program for assigned area, ensures all records maintained, meet all legal, certifying agency & accreditation requirements, consults with medical director concerning problems related to content & quality of patient records & makes recommendations for resolution & develops goals & objectives for medical records office & medical records library, evaluates same & makes appropriate changes in operations as necessary. D - In psychiatric habilitation center, plans & administers operations of mobile team services (i.e., program involving technical assistance, consultation & coordination with area nursing homes & after-care facilities, for discharged patients, with established reciprocity program), supervises & evaluates staff performance & overall delivery of services, determines budget priorities within fiscal constraints, defines goals & objectives, defines roles, sets priorities & is responsible for accountability of office; or plans & directs non-residential community based social programming which focuses on self identification, interpersonal relationships, communication skills, community orientation, decision making & independent living skills, supervises life skills training & outreach	*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

treatment/habilitation plans for mentally ill or mentally retarded clients/residents & working as part of interdisciplinary team to assess clients needs & abilities; 12 months training &/or experience in supervision which included training personnel; 12 months training &/or experience in state &/or federal regulations & standards governing care, custody & programming of clients/residents in mental health or developmental centers or community based nursing homes. 1 course in manpower

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CLASS TITLE: Mental Health Administrator 1

CODE: 65221C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		projects personnel, develops policies & procedures for assigned area, ensures compliance of projects with health & safety standards & accreditation (i.e., JCAH) standards & recommends hiring of project personnel.	
2	19-39	Schedules &/or attends &/or chairs interdisciplinary team meetings; investigates &/or assists in investigation any unusual incidents on unit; attends or chairs staff meetings, committee meetings, public relations meetings &/or in-service training/workshops; prepares required administrative reports & monitors staff preparation of required reports & documents to ensure compliance with regulations & standards; recommends changes in policies & procedures affecting institution-wide operations & services; carries direct care caseload when necessary; assists in preparing & updating unit operation manuals.	Knowledge of 1*, 2, 4, 5, 6, (12) public relations; ability to 8, 9, 10, (13) cooperate with co-workers on group projects & handle routine & sensitive inquiries & contacts.

(828)

123:1-7-17

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

planning (or 1 month) experience in scheduling personnel to ensure adequate staffing & making staffing projections); or equivalent.