GENERAL DESCRIPTION OF CLASS
The purpose of the class is to supervise staff and oversee the planning and operations of the Mental Health/Substance Abuse Program. The class is responsible for staff supervision, planning, service coordination, training, policy, budget, public relations, and reporting. The class researches and formulates long range goals for the organization; develops policy and position papers.

TYPICAL TASKS
- Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, assisting with disciplining, and recommending termination; conducts conflict resolution as needed.
- Performs program evaluation; Formulates short and long range plans and goals for the organization.
- Develops and coordinates new services for the community.
- Develops and presents budget requirements; oversees and approves expenditures; prepares financial forms and reports.
- Serves as representative/liaison for the organization; makes presentations on available services to the public.
- Develops and implements policy and procedures for area of responsibility; interprets same for staff as needed.
- Attends or conducts staff and other professional meetings to exchange information; attends professional workshops and seminars to improve professional skills.
- Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.
- Maintains record system; processes daily paperwork including reports, memos, forms, requisitions, and personnel information.
- Stays abreast of new developments relating to area of responsibility.
- Provides oversight to the agency Corporate Compliance plan and HIPAA Compliance plan, provides due diligence, with administrative authority to ensure staff follow current Corporate Compliance and HIPAA policies and procedures.
- Works collaboratively and effectively with the Executive Director to enforce all aspects of the Corporate Compliance plan and HIPAA compliance plan and ensures that the plan meets the Boards’ expectations.
- Trains, monitors and evaluates staff’s compliance to applicable federal and State regulations and compliance standards for documentation.
- Interprets and ensures compliance with program licensure, funding regulations and evaluation standards through policies and procedures development and review, staff training, and supervision of administrative and supervisory personnel.
- Directs staff to attend or complete required compliance training.
- Performs other related duties as assigned.

GENERAL STANDARDS

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<th>Data Involvement</th>
<th>Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.</th>
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<td>Interpersonal/People Involvement</td>
<td>Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.</td>
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Reasoning Requirements | Performs work involving the application of principles of logical thinking and scientific, medical, legal, administrative, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.

Mathematical Requirements | Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, or descriptive statistics.

Language Requirements | Reads and interprets professional materials involving advanced bodies of knowledge related to politics, economics, law, medicine, science, or other complex disciplines; writes extremely complex papers and reports; speaks to high level scientific, political, economic, legal, medical or other professional groups.

Mental Requirements | Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a medical, fiscal, legal, managerial, or scientific nature and formulates important recommendations or makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Decisions/Supervisory Control | Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement | Requires a master’s degree in social work, special education, public administration, or a closely related field.

Experience | In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.

Special Certifications and Licenses | Requires State of Virginia licensure as a Clinical Psychologist, Social Worker, or Counselor. Depending on assignment, may require a valid driver’s license and a driving record that is in compliance with City Driving Standards.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.