



CLINICAL PROGRAM DIRECTOR
Dutchess County Department of Mental Health
Salary Range: \$89,090 -99,210

This is a professional and managerial position responsible for the clinical and administrative operations of one of the clinical offices in the Department of Mental Health. Incumbents in this position will need to be able to work independently and provide leadership to the overall implementation and administration of their respective Clinical Office. Incumbents will be expected to be familiar with New York State Mental Hygiene Law and relevant New York State regulations pertaining to one's area of responsibility. General supervision is exercised over each Clinical Program Manager within one's scope of Office, who then carries out the day-to-day operation of their respective program. General direction is received from the Department Head or designee of Mental Health.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude assignment of activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assesses and develops programs and services for residents related to the needs of the patient population;
2. Monitors and evaluates existing programs, contracts, and services for residents of the community suffering from mental disabilities;
3. Prepares budgets, researches funding sources, writes grants and monitors fiscal expenditures;
4. Supervises professional, paraprofessional, and support staff;
5. Provides educational and training programs around specific mental hygiene topics;
6. Attends meetings with Senior leadership to exchange information and ideas with other division representatives;
7. Acts as a resource person in the area of mental health, chemical dependency, and intellectual and developmental disabilities in relation to other human service organizations and the community at large;
8. Collects data and prepares reports for the department and various state agencies;
9. Assists with the development of the Local Services Plan;
10. May serve on a variety of committees in the health, mental hygiene, and human services field, providing information and seeking input into improving the delivery of behavioral health services;
11. Makes public appearances on issues related to behavioral health services and speaks to community service organization and other human service provider agencies;

MINIMUM QUALIFICATIONS:

- EITHER: (A) Current licensure as a Psychologist by the New York State Department of Education and one (1) year of post-licensure direct work experience in a behavioral health setting; and an additional two (2) years of post-licensure professional work experience in administrative management of a clinical program, which also shall have involved direct clinical supervision of professional and paraprofessional staff in mental health;
- OR: (B) Current licensure as a Clinical Social Worker by the New York State Department of Education and three (3) years of post-licensure direct work experience in a behavioral health setting; and an additional two (2) years of post-licensure professional work experience in administrative management of a clinical program, which also shall have involved direct clinical supervision of professional and paraprofessional staff in mental health;



OR: (C) Master's Degree from a regionally accredited or NYS registered college or university in a related Human Services field with a professional level certification in Rehabilitative Counseling or Credentialed Alcoholism and Substance Abuse Counseling (CASAC) and (3) years of direct work experience in a behavioral health setting; and an additional (5) years of experience in administrative management of an agency that provides behavioral health services.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

Dutchess County offers a diverse working environment and generous benefits package including 13 paid holidays, paid time off, comprehensive health, dental and vision insurance, and NYS Retirement.

For immediate consideration, apply on or before 12/31/2025.

Apply online at www.dutchessny.gov/jobs

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