

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

Occ. Code 6178500

Director Youth Mental Health & Counseling Programs, M-3

Brief Description of Class

The Director Youth Mental Health & Counseling Programs directs, oversees, and supervises the program efforts and daily operations of the Bureau of Behavioral Health Services (BBHS) at the Office of Children and Family Services (OCFS).

Distinguishing Characteristics

Director Youth Mental Health & Counseling Programs: single position class; managerial level; under the general direction of the Chief Psychologist, directs the programs, activities, and staff of the BBHS; identifies the need for new program initiatives and takes the steps necessary to implement these initiatives.

Illustrative Duties

Provides day-to-day administrative oversight and direction to the bureau.

Plans and implements new programs and services to meet the current and emergent needs of youth in the care of the Division of Juvenile Justice and Opportunities for Youth (DJJOY).

Guides the development and subsequent review and revision of bureau policies, procedures, guidelines, and protocols for the delivery of mental health services including mental health treatment modalities, evidence-based trauma treatment, behavior health services, and substance abuse treatment and recovery approaches, in compliance with mandates established by federal and state legislation.

Collaborates with the staff of other DJJOY bureaus, OCFS divisions, State agencies, community agencies, and service providers, to ensure the effective delivery and operation of behavioral health programs.

Arranges for the in-service training of DJJOY facility staff, volunteers, and members of community-based support organizations who are involved in and concerned about programs and services to youth.

Allocates resources to assist youth who are transitioning from residence in DJJOY facilities to their home communities.

Communicates with community providers to exchange information about the efficacy of behavioral health programs.

Facilitates the integration of bureau initiatives into each DJJOY facility's operations.

Monitors the implementation and success of the bureau's programs at each facility, through telephone discussions and site visits, to improve the conceptual foundation and daily operation of these programs.

Prepares and reviews special, annual, and site visit reports and submits them to the Chief Psychologist and other higher-level OCFS managers.

Recommends solutions to program challenges, problems, and concerns to the Chief Psychologist and puts preferred solution into effect.

Notes all significant problems that are observed during facility site visits, or identified by bureau staff, and collaborates with the Youth Facility Director to address these problems.

Represents the bureau at meetings, conferences, and seminars.

Directly supervises bureau staff and indirectly supervises the mental health treatment staff in DJJOY facilities and community programs through their on-site supervisors.

Performs the full range of administrative supervisory responsibilities.

Minimum Qualifications

Director Youth Mental Health & Counseling Programs

Promotion: one year of permanent service as a Children and Family Services Program Manager 2 (Counseling), Principal Psychologist, or Social Work Supervisor 2.

Open Competitive: master's degree in a mental health-related field and five years of post-degree experience working with juveniles, three years of this experience must be in a supervisory or administrative capacity.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment

at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 12/2024

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