

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

Classification Standard

**Occ. Code 5236000**

<b>Mental Health Rehabilitation Program Director 1, M-2</b>	<b>5236000</b>
<b>Mental Health Rehabilitation Program Director 2, M-5</b>	<b>5236100</b>

Brief Description of Class Series

Mental Health Rehabilitation Program Directors manage and direct comprehensive multi-disciplinary rehabilitation programs and services for individuals diagnosed with mental illness in facility and community settings. Incumbents plan, oversee, and evaluate clinical, programmatic, and administrative operations; develop and implement program policies and procedures; and ensure compliance with State and federal laws, rules, and regulations.

Positions are classified in the Office of Mental Health (OMH).

Distinguishing Characteristics

Mental Health Rehabilitation Program Directors perform similar duties and oversee multiple rehabilitation service areas, including vocational rehabilitation, competency training, psychosocial support, residential, community, peer, and recovery services. Levels are distinguished by the scope of the rehabilitation program managed and the number and level of staff dedicated to rehabilitation service delivery.

*Mental Health Rehabilitation Program Director 1:* managerial level; manages, oversees, and directs the operations of a multi-disciplinary rehabilitation program with 20 more professional and paraprofessional rehabilitation staff, of which 10 or more must be at a professional and/or supervisory level.

*Mental Health Rehabilitation Program Director 2:* managerial level; manages, oversees, and directs the operations of a multi-disciplinary rehabilitation program with 40 or more professional and paraprofessional rehabilitation staff, of which 20 or more must be at a professional and/or supervisory level.

Illustrative Tasks

*Mental Health Rehabilitation Program Director 1*

Oversees, manages, and evaluates rehabilitation programs and services in coordination with facility and OMH Central Office management.

- Directs rehabilitation activities in accordance with the Joint Commission, Center for Medicare and Medicaid Services, and other regulatory standards.
- Develops, implements, and revises program policies and procedures; and communicates program objectives and priorities to rehabilitation staff.
- Reviews and monitors rehabilitation services, records, and reports to ensure quality and adherence to policies, procedures, and discipline standards.
- Develops and implements staff development plans, including clinical tasks and standards, and performance evaluation monitoring systems.
- Implements performance improvement measures and processes; evaluates program progress towards achieving established goals and objectives; and recommends modifications to services in consultation with clinical staff.
- Coordinates services with other program areas and disciplines, agencies, and community mental health providers.
- Designs and implements programs to enlist community support for the establishment of community-based rehabilitation and social support endeavors.
- Develops program budgets and grant proposals; and monitors expenditures to ensure that program needs are met.
- Participates in annual program and service reviews and surveys to ensure compliance with facility, OMH, and State and federal laws, rules, regulations, and requirements.
- May work with chiefs of service, Treatment Team Leaders, and discipline heads in developing a comprehensive inpatient treatment programming schedule.
- May oversee the Treatment Mall or Active Treatment operations.
- May be responsible for ensuring contracted services are provided in accordance with contract provisions.

Supervises rehabilitation staff; and performs the full range of supervisory responsibilities.

*Mental Health Rehabilitation Program Director 2*

Performs the tasks and activities of a Mental Health Rehabilitation Program Director 1, in the oversight of a larger rehabilitation program.

Minimum Qualifications

*Mental Health Rehabilitation Program Director 1*

Open Competitive: a bachelor's degree in rehabilitation counseling and five years of professional experience in comprehensive rehabilitation programs for individuals with mental illness and/or developmental disabilities, two years of which must have been at a supervisory level.

*Mental Health Rehabilitation Program Director 2*

Promotion: one year of service as a Mental Health Rehabilitation Program Director 1.

Open Competitive: a bachelor's degree in rehabilitation counseling and eight years of professional experience in comprehensive rehabilitation programs for individuals with mental illness and/or developmental disabilities, three years of which must have been at a managerial level.

**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 the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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JMM