

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV78530</b>
<b>Job Class Code:</b>	<b>780</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>01</b>	<b>Grade:</b>	<b>20</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>07/28/77</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/30/95</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Psychology, Mental Health and Related Series

**JOB CODE TITLE:** BEHAVIORAL HEALTH TREATMENT UNIT MANAGER

**HRIS TITLE:** BHLTH TRTMT UNIT MGR

**CHARACTERISTICS OF THE CLASS:** Under general direction, is responsible for work of considerable difficulty in planning, directing and evaluating the work of a treatment unit providing care and treatment to patients or clients in a mental institution or community mental health setting; and performs related work as required.

The levels of Behavioral Health Unit Managers are distinguished by a combination of the following factors: Scope of the treatment program and degree of responsibility for developing and administering the program; levels of team leaders or other professional treatment staff under the manager's supervision; the complexity and severity of patients' or clients' mental and behavioral disorders.

The Behavioral Health Unit Manager I normally works in an out-patient facility and manages a mental and/or behavioral health program of limited scope having professional treatment staff under his/her supervision and serving patients or clients having the less complex and severe mental and/or behavioral health disorders.

The Behavioral Health Unit Manager II normally works in an institution. In such a setting, the Behavioral Health Treatment Unit Manager II manages a mental and/or behavioral health program of wide scope having higher level professional treatment staff under his/her supervision and serving patients or clients having complex and severe mental and/or behavioral health disorders.

**EXAMPLES OF DUTIES:** Directs and supervises the activities of a treatment unit directly or through team leaders; plans, develops and implements unit programs; provides direction and guidance to team leaders or other professional treatment staff; coordinates unit programs with other treatment and community programs; develops unit's procedures and standards; reviews and revises objectives and treatment plans as necessary; interprets and enforces hospital or clinic policies; may provide treatment and counseling to a limited number of patients or client; develops and administers the annual unit budget; oversees personnel functions for the unit including hiring, evaluations and discipline; prepares program reports; coordinates medical needs with appropriate medical personnel; supervises the maintenance of patient records and reports; evaluates reported emergencies and takes appropriate action; practices first aid techniques as necessary; attends meetings, conferences and seminars.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:** the care, counseling and rehabilitation of the mentally ill and emotionally disturbed; the care of the principal causes and treatment of behavioral disorders; effective personnel practices.

**Ability to:** plan, direct and evaluate the programs and personnel assigned to a treatment unit in a mental institution or community mental health setting; effectively coordinate the unit activities with those of other hospital, clinic or community programs.

**Skill in:** oral and written communication.

**SPECIAL SELECTION FACTORS:** a Master's degree in a field appropriate to the assignment, from an accredited college or university, may substitute for one year of the required experience. Ability to obtain Arizona Peace Officer Standards and Training Board (AZPOST) certification as a corrections officer prior to permanent status may be required.