**Job Summary**

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<table>
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<th>Job Level</th>
<th>Manager 1</th>
<th>Manager 2</th>
<th>Manager 3</th>
<th>Manager 4</th>
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<tr>
<td>Job Title</td>
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**Generic Scope**

Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and often physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets.

Oversees through subordinate managers a large department or multiple smaller units, OR manages a highly specialized technical function / team. Has significant responsibility to achieve broadly stated goals through subordinate managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets. Determines strategies for a program with organization-wide impact.

Oversees through subordinate managers one or more large, complex departments or business units with multiple functional disciplines / occupations, OR manages a program, regardless of size, that has critical impact upon the organization as a whole, such as most or all of a campus, medical center, UCOP or the UC System. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate managers the accountability and stewardship of department resources and the development of systems and procedures to protect organizational assets.

Directs through subordinate managers multiple large and complex critical programs impacting broad constituencies across major portions of the organization. Identifies objectives, manages very significant human, financial, and physical resources, and functions with an extremely high degree of autonomy. Accountable for formulating and administering policies and programs for major functions. Operational or program results can affect overall organization-wide performance and reputation. Directs through subordinate managers the development of strategic goals and objectives to achieve accountability and stewardship of university resources in a manner consistent with systemwide objectives and initiatives.

**Custom Scope**

Determines department objectives in accordance with overall strategic plan. Develops, recommends and / or evaluates policies, procedures, goals and priorities to improve program operations. Directs resources, evaluates and implements new programs. Contributes to strategic plans and policies that have impact throughout the medical center or health system. Develops, plans and implements strategies for program growth and / or integration.

Manages daily operations and coordinates case load for behavioral health professionals providing crisis intervention, individual, family and group therapy / treatment, assessment and / or testing. Participates in the strategic planning of programs, workflows, policies and procedures across the medical center and / or health system.

Ensures quality of treatment and compliance with internal policy and regulatory agencies. Ensures clinical documentation conform to standards. Responds to complex or escalated patient or staff

Oversees operations and evaluates program and quality assurance functions including assessment of treatment plans and applicable legal and professional requirements. Implements changes in
Job Family: Counseling and Psychology  
Job Function: Behavioral Health Psychiatric  
Category: Management  

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**Issues**

- Services to meet client needs.

**Key Resp 03**

- Partners with managers across services (e.g., psychiatry, internal medicine, community-based programs etc.) to ensure coordination of care across disciplines.

**Key Resp 04**

- Manages department in a cost effective manner, consistent with the financial goals of the organization. Plans and is accountable for the annual operative and capital budget for areas of responsibility.

**Key Resp 05**

- Responsible for recruitment, setting performance standards, developing goals, coaching for performance and evaluating staff.

**Key Resp 06**

- Instructs and guides providers in achieving work goals and objectives of program / department. Promotes professional growth and advancement, encourages participation in training and educational programs.

**Key Resp 07**

- Represents behavioral health services on a range of interdisciplinary committees. Represents program / department and with community agencies. Leads community outreach efforts.

**Key Resp 08**


**Education 1**

- Bachelor’s degree in related area

**Education 2**

- Master’s in nursing, social work, psychology.
## Job Family
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## Job Function
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## Category
Management

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| KSA 01 | Advanced knowledge and applied background in clinical intervention strategies and treatment planning for patients with severe mental health conditions. Demonstrated ability to apply knowledge in an acute care setting. |
| KSA 02 | Knowledge of applicable federal, state and local laws, rules and regulations. Ability to apply policy knowledge to suggest improvements to potential regulatory issues. |
| KSA 03 | Proven ability to effectively manage, lead and motivate employees. Strong conflict resolution skills to resolve issues and counsel staff. |
| KSA 04 | Proven ability to organize, manage multiple priorities, and delegate work functions efficiently. |

| Education 3 | Counseling or related field preferred. |
| License 1 | Licensed in psychiatric health discipline preferred. |
| License 2 |  |
| License 3 |  |
| License 4 |  |
| Cert 1 |  |
| Cert 2 |  |
| Cert 3 |  |
| Cert 4 |  |
| Spec Cond 1 |  |
| Spec Cond 2 |  |
| Spec Cond 3 |  |
| Spec Cond 4 |  |

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### KSA 05
Strong interpersonal skills to create and maintain a climate for effective communication and collaborative decision making.

### KSA 06
Verbal and written communication skills to effectively communicate. Demonstrated active listening, persuasion and counseling skills.

### KSA 07
Knowledge of business software, specialized applications and electronic medical records systems used in behavioral health clinics / clinical departments.

### KSA 08

### KSA 09

### KSA 10

### KSA 11

### KSA 12

### KSA 13

### KSA 14

### KSA 15

### Environment
Health care (hospital, clinical, classroom setting or similar environment as the role requires).

### Career Path 1
Behavioral Health Psychiatric Manager 2

### Career Path 2

### Career Path 3

### Career Path 4

### Career Path 5

### Career Path 6

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Last Revised: 16 August 2017