



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

BH/DID PROGRAM MANAGER

Job Number: 20001134

Job Code: 62450V230916

Job Group: 6200 - HUMAN SERVICES

Job Established: 01/01/1986

Job Revised: 09/16/2023

Grade: 17 Salary (MIN - MID):

\$30,082-\$45,123 - Hourly

\$4,888.34-\$7,332.50 - 37.5 Hr. Monthly Salary

\$5,214.22-\$7,821.32 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises clinical and/or administrative staff and coordinates the administration of programs and/or operations for a BH/DID facility. OR manages a BH/DID program branch within Central Office for persons with intellectual disabilities and /or behavioral health conditions; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Five years of professional experience in the administration or management of institutional activities, BHDID Central Office, community, or agency programs.

Substitute EDUCATION for EXPERIENCE:

A master's degree in social work, sociology, psychology, nursing, health administration, or public or business administration will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates the work of staff and programs assigned to specific organizational unit within the Department for Behavioral Health, Developmental and Intellectual Disabilities. Monitors program effectiveness through reports, direct contact with community leaders, liaisons and onsite visits. Provides guidance and technical assistance to employees. Recommends the appointment of and assigns staff to treatment service areas. Alters staffing patterns as needed. Maintains social work services policies and programs with those of other service areas. Interprets and implements administrative policies established by the governing authority. Serves on BHDID facility or Central Office management committees as needed. Plans, develops and conducts continuing education programs for employees. Has administrative responsibility for implementation of specific laws and/or administrative regulations, which involve BHDID target populations. May attend and testify at legal and legislative hearings. Meets with and provides consultation for community leaders, outside agencies, advocacy groups and referral sources to plan for and organize effective program implementation. Makes recommendations to agency leaders regarding program goals, objectives, accomplishments and future actions. Develops and recommends policies relevant to program operations. Interviews and makes recommendations for future employees. Approves leave requests, counsels and evaluates performance of current employees. May be responsible for investigating and coordinating resources of all patients who receive social security, supplemental security income, black lung, or other benefits. May apply for benefits for all referred clients and ensures finances are in order for placement outside the facility. May act as liaison with the Social Security Administration, maintaining responsibility for current knowledge of the law and benefit levels. May prepare clinical and statistical reports as requested for submission to hospital staff or the department.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

This position typically requires working in an institution or facility with individuals who may have behavioral health conditions, developmental disabilities, etc. or in an office setting within a behavioral health or intellectual disabilities program.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.