



**STATE OF UTAH**  
invites applications for the position of:

## **Mental Health Program Administrator**

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<b>SALARY:</b>	\$30.42 - \$43.30 Hourly
<b>OPENING DATE:</b>	09/23/20
<b>CLOSING DATE:</b>	10/04/20 11:59 PM
<b># OF OPENINGS:</b>	1
<b>BENEFITS:</b>	This position is eligible for a full benefits package. See benefits tab below for details.
<b>BACKGROUND CHECK:</b>	You must successfully pass a criminal history check.
<b>LOCATION:</b>	Utah State Prison Clinical Services Bureau 14425 S. Bitterbrush Lane Draper, UT 84020
<b>RECRUITER:</b>	Dan Email: dpthompson@utah.gov Phone: (801) 545-5532
<b>SCHEDULE CODE:</b>	B - Competitive Career Service - Employment in this position requires a probationary period.
<b>JOB DESCRIPTION:</b>	



Turn your management aspirations into administrative leadership with Utah Department of Corrections (UDC) Mental Health Team. The Utah Department of Clinical Services Bureau is looking for a Mental Health Program Administrator.

The Mental Health Program Administrator is a mental health leadership position under the direction of the Correctional Health Services Administrator. The Mental Health Administrator will provide administrative oversight to the Mental Health department working in conjunction with the Clinical Services Bureau.

### **Responsibilities include:**

- Serve as a catalyst for change in keeping with the latest in mental health practices.
- Providing leadership that inspires and uplifts the clinical staff.
- Function as the interface between mental health and clinical services, ensuring the mission of the Clinical Services Bureau as a whole is accomplished.
- Plan and organize workload of staff and monitor the production/efficiency at the mental health facility.
- Monitor contracts, spending, and budget.
- Direct/supervise mental health staff.
- Plans and manages projects and/or programs.
- Supervises subordinate personnel including: hiring, determining workload and delegating, assignments, training, monitoring and evaluating performance, and initiating corrective or disciplinary actions.
- Coordinates program activities, services, and/or program implementation with private providers, other governmental entities, program users, etc.

**Minimum Qualifications:**

- Must be a current licensed Mental Health Clinician in the State of Utah.
- Must have a minimum of 3 years supervisory experience, in a mental health setting.

**What's in it for you?**

- We seek out only the best -- the best skills, the best attitudes -- and expect the best results from our employees. In return, we will not only offer a highly competitive compensation and benefits package but the training, development and support to make our employees a success in whatever they do for us.

To start your meaningful career in corrections, visit us online today and explore our open opportunities. <http://www.corrections.utah.gov/>

**EXAMPLE OF DUTIES:****TYPICAL QUALIFICATIONS:**

(includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position)

- must be a current licensed mental health clinician in the State of Utah.
- must have a minimum of 3 years supervisory experience.
- applicable laws, rules, regulations and/or policies and procedures
- read, interpret and apply laws, rules, regulations, policies and/or procedures
- supervise others by assigning/directing work; conducting employee evaluations, staff training and development, taking appropriate disciplinary/corrective actions, making hiring/termination recommendations, etc.
- principles, theories, and practices of budget management
- use basic/business math to solve problems
- communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing
- plan, organize and prioritize time and workload in order to accomplish tasks and meet deadlines
- coordinate the activities or tasks of people, groups and/or organization(s)
- speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally
- lead the work of others by monitoring, reviewing, training co-workers and/or delegating work
- monitor or track information or data
- agency and/or organizational program(s)
- evaluate information against a set of standards

**SUPPLEMENTAL INFORMATION:**

- Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.
- Typically, the employee may sit comfortably to perform the work; however, there may be some walking; standing; bending; carrying light items; driving an automobile, etc. Special physical demands are not required to perform the work.

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The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Department of Human Resource Management at (801) 538-3025 or TTY (801) 538-3696.

**Mental Health Program Administrator Supplemental Questionnaire**

- \* 1. Employment working in a public safety/law enforcement environment requires: A criminal history check (BCI) that will be conducted before a final offer of employment. \*If you are a current or past employee, your file will be reviewed as part of the hiring process.
- I acknowledge that I have read the statements above.
- \* 2. Please select your level of completed education. (Master's Degree or experiential equivalent required).
- None  
 Associates Degree  
 Bachelor's Degree  
 Master's Degree  
 PhD
3. Please indicate your major field of study in the space provided below.
- \* 4. Do you have experience in directing and managing a large mental health program
- Yes  
 No
5. Please describe your experience in directing and managing a large mental health program. In your answer please note the type of program, the budget, dates, and number of staff members for each program you have supervised.
- \* 6. Please rate your experience in monitoring and maintaining a budget.
- None  
 Limited experience  
 Moderate experience  
 Proficient
- \* 7. Please describe your experience in monitoring and maintaining a budget. Please justify your rating in the space provided below.
- \* 8. Do you have a current clinical license in the State of Utah?
- Yes  
 No
- \* 9. If you do have a current clinical license in the State of Utah, please tell us in what discipline. In the text box below, please write you answer. Also list your license number and expiration date.
- \* 10. How many years of supervisory experience have you had in a mental health setting?
- None  
 Less than 12 months  
 1 year  
 2 years  
 3 years

- 4 years
- 5 years
- 6 years
- 7 years
- 8 years
- 9 years
- 10+ years

\* 11. Please indicate how you heard about this specific job posting.

- State Jobs
- An External Job Posting Site (Indeed, LinkedIn, etc.)
- Social Media (Facebook, Twitter, etc.)
- Advertisement (Newspaper, Internet, Radio, etc.)
- Professional Network
- University Network (Career Center)
- Referred by a Friend or Colleague
- Contacted by a Recruiter
- Career Fair
- Internal communication from a State Agency that employs me - State employees only
- Other

\* 12. As part of this application process, you must upload your resume and references into your profile. Failure to include a resume may result in disqualification. Your answers to the questions on this application must be supported by your resume; otherwise you may not receive credit. "See resume" is not a valid answer to any question.

- I acknowledge that I have read the statements above.

\* Required Question