



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 4037

TREATMENT UNIT DIRECTOR

GRADE R

SCOPE OF WORK:

Work activities include the administration and delivery of services to specific treatment units within the North Dakota State Hospital. The individuals in these positions are responsible for the clinical direction of services for both in-patient and residential treatment. The specific treatment units are Child and Adolescent Services, Chemical Dependency Services, and Adult Psychiatric Services

DUTIES PERFORMED:

- Strategically plan budget recommendations in cooperation with department directors for a treatment unit.
- Monitor and coordinate the assessment and admission activities of a treatment unit.
- Develop a comprehensive discharge planning process to minimize lengths of stay.
- Assure that the physical environment is in compliance with safety standards.
- Develop interdisciplinary treatment plans in accordance with hospital policies and procedures.
- Ensure continuity of care between the community and treatment units; provide appropriate clinical services according to established Hospital standards.
- Manage the personnel functions of assigned treatment unit.
- Develop and implement interdisciplinary performance improvement quality management program.
- Monitor patient grievances to be aware of patient concerns and work toward resolution.
- Establish close working relationships with Human Service Centers and Department of Human Services Central Offices to assure patients receive necessary services.
- Promote unit's specific services by participating in meetings with government and private agencies and groups.
- Assist senior management with hospital and Human Service Center planning, direction, and management.
- Coordinate hospital-wide employee training with Professional Development Committee, Education Department, department directors, and clinical staff.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a master's degree in business, health care administration, public administration, social work, a related behavioral science such as psychology, counseling and guidance, child development and family relations, and six years of related professional work experience in health care administration. The appointing authority may specify a degree(s), depending on the Treatment Unit Director position to be filled, at the time of recruitment.

Eff. Date: 6/01

Rev: 7/12 – Conversion to Hay System