



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 4130

Phone: (701) 328-3290

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**DIRECTOR, MENTAL HEALTH/SUBSTANCE ABUSE SERVICES**

GRADE Q

**SCOPE OF WORK:**

The individual assigned to the position in this classification is responsible for administering the Mental Health/Substance Abuse Division within the Department of Human Services (DHS). This responsibility includes planning, coordinating, and delivering prevention, treatment and rehabilitation services to those with mental health and substance abuse problems.

**DUTIES PERFORMED:**

- Manage and direct the overall operations and staff of the Division of Mental Health and Substance Abuse.
- Prepare the division budget; monitor the expenditure of state funds in addition to the allocation of federal funds.
- Provide leadership in developing a comprehensive statewide system of prevention, treatment, and rehabilitation services.
- Provide leadership for the development and enhancement of community mental health/substance abuse prevention and treatment services.
- Coordinate the development and implementation of a strategic plan for the Division in conjunction with private agencies, advocacy groups, Human Service Centers (HSC), and the State Hospital.
- Provide policy direction to the State Hospital, Human Service Centers, County Social Service Boards, and private agencies for placement of clients in the least restrictive environment.
- Provide the policy and planning direction of mental health/substance abuse programs within the DHS.
- Work with field services and program/policy staff in determining mutual programming.
- Evaluate treatment services and programs provided to clients and their families by the division.
- Direct the development and implementation of outcome measurement systems for prevention and treatment services.
- Direct licensure program reviews of substance abuse treatment providers.
- Coordinate activities and services with the State Hospital, HSC, and private agencies.
- Work with constituency and advocacy groups in defining necessary legislative policy.
- Collaborate formally with the Children and Family Services Division to integrate a system of care for children requiring mental health/substance abuse treatment services.

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

Requires a bachelor's degree in business/public administration, psychology, nursing, counseling, human resource management (human services track), vocational rehabilitation, or social work and four years of administrative or program management experience in a mental health and/or substance abuse setting. A master's degree in one of the specified fields may substitute for two years of the required experience.

Eff. Date: 2/83

Rev: 6/88 - Redefine duties; new minimum qualifications

Rev: 1/97 - Completely redefined duties to include mental health services, revised minimum qualifications and changed pay grade

Rev: 7/99 – Updated scope, duties; changed grade

Rev: 7/12 – Conversion to Hay System