

**DIRECTOR OF MENTAL HEALTH DISASTER PREPAREDNESS  
AND RESPONSE (HMH)**

**General Statement of Duties and Responsibilities**

This is a management class of positions.

Under executive direction, oversees and coordinates mental health policy planning, preparedness, response and recovery actions for all public health and citywide disasters. Manages and coordinates the mental health response to public health emergencies and city-wide disasters.

**Examples of Typical Tasks**

Assesses and remediates citywide mental health preparedness and response plans and resources. Ensures that mental health emergency response systems are in place.

Collaborates with external agencies, mental hygiene care and social service providers, and relevant community groups to develop and facilitate emergency planning and healthcare resilience for vulnerable populations with mental hygiene disabilities, including mental health disorders, neurological and developmental disabilities and substance abuse disorders.

Represents the agency at intergovernmental, professional and community meetings and events regarding mental health disaster preparedness.

Provides oversight to the development of the mental health plans included in the chemical, biological, radiological nuclear and explosive disaster response plans.

Develops and coordinates mental health preparedness and response policies, plans and operations for mass quarantines, points of dispensing, Disaster Assistance Centers, Family Assistance Centers, and hurricane sheltering.

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AND RESPONSE (HMH)** (continued)

**Examples of Typical Tasks** (continued)

Directs and manages the development of educational tools and trainings for mental health preparedness for the general public, public health staff, healthcare and mental health providers and the volunteer response community.

Supervises and directs staff members involved in mental health disaster preparedness and response.

Ensures that agency mental health programs are in compliance with relevant grant requirements.

Identifies and coordinates training opportunities and public education material for mental health emergency responders and for leaders within the general public.

**Special Note:**

Works non-business hours during emergencies and periodic on-call duty during non-emergency periods.

**Qualification Requirements**

1. A master's degree from an accredited college in emergency management, public health, disaster management, emergency preparedness / administration, public administration, or related field and three (3) years of satisfactory full-time professional experience in one or a combination of the following area(s): emergency preparedness planning / management, emergency medical services, fire safety, law enforcement, homeland security, social services, mental health, public health or a related specialized area; including eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of areas described above; or

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**Qualification Requirements** (continued)

2. A baccalaureate degree from an accredited college and four (4) years of satisfactory full-time professional experience in one of the areas described in "1" above, including eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of areas described in "1" above; or
3. A satisfactory equivalent combination of education and experience as described in "1" or "2" above. However, all candidates must have a baccalaureate degree and eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of areas described in "1" above.

**Direct Lines of Promotion**

**None.** This class of positions is classified in the Non-Competitive Class.