

# RICHLAND COUNTY POSITION DESCRIPTION

**Position Title:** Children's Services Manager      **Department:** Health and Human Services

**Reports to:** Health and Human Services Director      **Pay Grade:** 30

**Date:** July 13, 2006      **Hours Per Week:** 40

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## PURPOSE OF POSITION

The purpose of the position is to administer, manage, and provide leadership in the development and implementation of a comprehensive, integrated Children's Services Unit for Richland County Health & Human Services.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.**

- Administer the Children's Services Unit using a strength-based family centered approach.
- Ensure that programs are integrated.
- Encourage families and individuals to become full participants in the planning and delivery of services of the unit.
- Promote early identification and intervention to enhance the opportunity for positive outcomes.
- Develop a comprehensive array of services that promote physical, emotional, and mental health of children and their families.
- Develop an integrated service coordination to ensure that multiple services are developed and delivered in a coordinated, collaborative, confidential manner.
- Provide direction and supervision of the two Children's Services Supervisors.
- Conduct employee performance evaluations.
- Recommend hiring, discipline, and discharge of professional and para-professional staff.
- Responsible for developing and monitoring the Children's Services Unit budget. Coordinated closely with the agency's Business Manager to ensure budget projections are in line with actual expenditures.
- Prepare and monitor service provider contracts including quality assurance.
- Provide a supervisory backup to direct line workers as needed.
- Participate in a supervisory after hours on-call rotation.
- Represents Richland County Health & Human Services to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups as requested.
- Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participate in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Assure compliance with contractual obligations including all required reporting requirements for the programs contained within the Children's Services Unit.
- Develop and recommend unit policies as needed.

- Promote good working relationships with community agencies and other departments.
- Direct collection, analysis, and interpretation of statistics significant in program planning.
- Develop grants and seek alternative funding sources for the unit.
- Maintain the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- Master's degree in Social Work or Nursing or related field with 3,000 hours of supervised clinical mental health experience or a Bachelor's degree in Social Work or related field with a minimum of five years of management or supervisory experience with increasing responsibilities in working with children and families.
- Knowledge of Long Term Support Programs available to children with disabilities preferred.
- Knowledge of Mental Health and AODA Programs preferred.
- Knowledge of Child Protection and Juvenile Justice Programs preferred.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

### **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **Language Ability and Interpersonal Communication**

- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to prepare and to maintain a variety of documents including client service plans and recommendations, program evaluations, client assessments and treatment plans and therapy notes.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.

#### **Judgment and Situational Reasoning**

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Ability to use independent judgment frequently in non-routine to occasionally highly unstable situations including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgment in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

**Physical Requirements**

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

**Environmental Adaptability**

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date