

# **RICHLAND COUNTY POSITION DESCRIPTION**

**Position Title:** Behavioral Health Services Manager    **Department:** Health and Human Services

**Reports to:** Director

**Pay Grade:** M

**Date:** June 1, 2023

**Hours Per Week:** 40

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## **PURPOSE OF POSITION**

The purpose of this position is to oversee the Behavioral Health Services Unit of Health and 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 and assigned.**

- Coordinates, manages and supervises Behavioral Health Services, Children’s Long-Term Support, Birth to 3, and Adult Protective Services Programs.
- Plans, directs, and monitors program staff in relation to work assignments, policies and procedures, annual performance evaluations, and payroll activities. Participates in interview process, training, coaching, counseling, scheduling, disciplinary action, and reclassifications.
- Provides direct supervision to the Children’s Long-Term Support & Birth to 3 Supervisor
- Provides direct supervision to the Treatment Court Coordinator and maintains communication with the Richland County Circuit Court Judge related to staff supervision.
- Provides direct supervision to the Business Systems Analyst.
- Maintains a working knowledge of Wisconsin laws, codes and statutes related to the provision of social and human services requirements.
- Provides supervisory backup to direct line workers as needed.
- Establishes and maintains state certifications and credentialing for relevant services and submit annual state reports; for Mental Health Block Grant; Substance Abuse Block Grant, Substance Abuse Prevention Services Information System, Children’s Community Options Program, Coordinated Services Team Initiative, and other required grant and funding reports; and participate in relevant regional and state administrative meetings.
- Serves as the Richland County Intoxicated Drivers Program Coordinator per DHS 62 and ensure compliance with program regulations
- Coordinates and monitors compliance of Chapter 51 civil commitments including agency 51.42 Board court-related responsibilities.
- Collaborates with the Business Systems Analyst and the Manager of Operations to develop the annual Behavioral Health Services budgets, monitor program expenses, and analyze expense/revenue trends.
- Provides information to the County Board of Supervisors, the Health and Human Services Board members and other county agencies as needed on issues of mental health and

addiction including preparing the Behavioral Health Services portion of the Health and Human Services Annual Report.

- Maintains positive relations with the Richland County community by providing information on behavioral health, children's long-term support, early intervention, and adult protective services issues through public speaking, participating in community advisory groups, and through the news media.
- Represents Richland County Health and Human Services to the community at large through professional interaction and participation in community advisory groups as requested.
- Serves as the Health and Human Services HIPAA Privacy Officer ensuring agency compliance with federal and state privacy and confidentiality regulations; provide staff training and consultation on privacy/confidentiality issues; and conduct privacy audits.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains 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 related field required.
- Five years of experience in human services setting including three years administrative/supervisory experience preferred, or equivalent combination of education and experience from which comparable knowledge can be acquired.
- Must obtain Intoxicated Drivers Program Approved Training Certificate within 12 months of hire.
- Prefer State of Wisconsin Clinical Supervisor or Intermediate Clinical Supervisor Certification
- Considerable ability to communicate effectively both orally and in writing.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- 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 interpret and comprehend a variety of documents including state policy manuals and regulations, computer software manuals and texts, memos and letters.
- Ability to counsel and mediate, which may include staff supervision. Ability to persuade and convince others.
- Ability to effectively communicate orally and in writing with clients, service providers, agency staff, governmental personnel, and the general public.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and use descriptive statistics.

**Judgment and Situational Reasoning**

- Ability to apply situational reasoning ability by exercising judgment, decisiveness, and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within systems involving diversified work requiring exercise of judgment.

**Physical Requirements**

- Ability to operate a variety of office equipment including computers and ancillary devices, calculator, photocopier, fax, etc.
- Ability to operate a motor vehicle.

**Environmental Adaptability**

- Ability to work in a comfortable and occasionally unsafe office environment.

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