

Richland County

Position Description

Position Title: Behavioral Health Services Manager

Department: HHS-Behavioral Health Services

Reports to: Health & Human Services Director

Pay Grade: 18 N

Date: 09/27/2024

Hours per week: 40

Purpose of Position

Maintains program and statutory compliance of the Behavioral Health Unit of Richland County Health and Human Services. Provides supervision and support to all Behavioral Health programs and employees.

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.

- Supervise unit staff including making work assignments, approving time sheets, arranging, and authorizing training, overseeing performance, and completing annual performance evaluations. Participates in staff recruitment and selection and makes hire recommendations. Provides orientation, training, and mentoring.
- Ensure that all nine programs within the unit are compliant with laws, rules, requirements, and policies.
- Coordinate and monitor contracts with outside providers and agencies.
- Establish and maintain state certifications and credentialing for relevant services and submit annual state reports.
- Maintains program and statutory compliance of the Behavioral Health Unit. Provides supervision and support to all behavioral health programs and employees. This position provides program support and back-up for the following areas: Adult Protective Services, Crisis, Treatment Court, and Substance Abuse.
- Prepare or oversee preparation of all required grant and funding reports.
- Participate in relevant regional and state administrative meetings.
- Assist Business Manager with developing and monitoring unit budget.
- Serve as the HIPAA Compliance Officer for the Agency. 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.
- Serve as the Richland County Intoxicated Driver Program Coordinator.
- Develop, monitor, and implement unit policy and procedures.
- Provide information to the County Board of Supervisors, the Health and Human Services Board members and other county agencies on issues of mental health and addiction including preparing the Behavioral Health Services portion of the Health and Human Services Annual Report.

- Maintain 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.
- Represent Richland County Health and Human Services to the community at large through professional interaction and participation in community advisory groups as requested.
- Participates in Quality Assurance/Quality Improvement projects and activities.
- Participates in a variety of committees, trainings, and meetings.
- Maintains current knowledge of program requirements and best practices and participates in continuing education opportunities.
- Represent Richland County Health and Human Services to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups.
- Performs other duties as assigned or apparent.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work, Human Services, or relevant field with five year's relevant experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Master's Degree preferred. Ability to obtain Clinical Supervisor Certification. Valid Driver's License required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

Skills, Knowledge, and Abilities

- Knowledge of applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Knowledge and experience in assigned program areas.
- Ability to read, interpret, and apply regulations.
- Experience and skill with computer data entry.
- Knowledge of Microsoft Office software.
- Ability to prepare reports and records.
- Ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- Ability to apply professional/managerial principles and judgement within overall goals established by senior management.
- Ability to use considerable analytical ability to select, evaluate and interpret data from several sources including interpretation of guidelines, policies, and procedures.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, and crouching. Ability to lift, carry, push, and pull.

Working Conditions

- Work is performed in an office and community settings. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress as well as angry or confused persons.
- This position frequently performs work under high attention to detail and deadlines.

Special Requirement

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check will be covered by Richland County.

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 encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date