

DIVISION ADMINISTRATOR
BEHAVIOR HEALTH AND LONG TERM SUPPORT

POSITION DESCRIPTION

I. Position Summary

This is an administrative position within the Department of Health and Human Services and is responsible to supervise, coordinate, plan, direct and monitor the Behavioral Health and Long Term Support services in Columbia County in accordance with federal and state laws in conjunction with county policy. The primary tasks of this position are to ensure that Columbia County behavioral health and long term support programs utilize a wraparound approach to providing individualized services that focus on consumer/family strengths, community placement, cultural competency, natural supports, teaming, and collaboration. This work is performed under supervision of the Health and Human Services Director.

II. Essential Duties and Responsibilities

1. Provides leadership, vision and strategic direction for children's disability and behavioral health related client services.
2. Supervise and evaluate staff performances and program goals to ensure service quality and maintain personnel and program standards.
3. Assess community and consumer needs and develop or modify programs as appropriate.
4. Develops, implements, and evaluates programs, policies and procedures.
5. Identify new or underutilized funding and resources.
6. Orient staff to division programs and job responsibilities.
7. Represents the Department before boards, commissions, and community groups relating to client services and programs.
8. Plan, prepare and monitor the annual budget for the Division of Behavior Health and Long Term Support.
9. Negotiate and monitor purchase of services contracts including selection of providers, establishing rates and service levels, and monitoring performance measures.
10. In cooperation with the Accounting Department, develop and maintain client and fiscal record and reporting systems that meet the needs and requirements of funding sources.
11. Promote the dissemination of information regarding available programs and services.
12. Attend meetings and conferences related to program responsibilities.
13. Interpret and apply rules, regulations and policies pertinent to the division's programs.
14. Coordinate services with other Health and Human Service Department (HHSD) units.
15. Prepare planning and non-fiscal reports as required by designated state agencies.
16. Consult with and make recommendations to the Health & Human Service Department Director when appropriate.

III. Required Qualifications

1. Bachelors Degree from an accredited university or college in a field directly related to the administration of human services, such as Social Work, Clinical Psychology, or Human Service related field.
2. Five (5) years of experience providing service in children's disability, mental health or substance abuse program and three (3) years of supervisory experience.

IV. Knowledge and Skills Required

1. Knowledge of federal, state, and local government statutes and regulations regarding programs and services for the populations served by this division.
2. Knowledge of the needs of the populations served by this division and cost effective, evidence based approaches to meeting those needs.
3. Knowledge of evidence based practices and psychosocial rehabilitation services.
4. Knowledge of principles and practices of behavioral health care and its application including person-centered planning, motivational interviewing, trauma informed care, co-occurring disorders, stages of change, and cultural competency.
5. Knowledge of Medicaid, Medicare and third party payor regulations and process related to provider certification and billing.
6. Ability to plan and organize.
7. Ability to interact positively with people in a variety of settings and relationships.
8. Ability to work effectively with governing boards.
9. Knowledge of the wraparound services approach to providing individualized services including a focus on client/family strengths, community placement, cultural competency, natural support, teaming and collaboration.
10. Excellent computer skills related to electronic record keeping, email and internet.
11. Knowledge of available state and local resources.
12. Ability to communicate effectively with staff, clients, and the public both orally and in writing.
13. Ability to interpret and apply administrative rules, regulations and State directives relating to services.
14. Ability to take initiative, work independently and seek out supervision as needed.
15. Ability to exercise leadership, motivate, and supervise other employees and maintain constructive working relationships with professional and non-professional personnel.
16. Skills in interpersonal relationships with peers, staff, clients, and other governmental employees.
17. Knowledge and ability to prepare and interpret both fiscal and statistical reports.
18. Ability to utilize a strengths based, team oriented approach to problem solving and management.
19. Possess a valid Wisconsin Driver's license.
20. Perform related functions as assigned

V. Physical Requirements.

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
2. Visual acuity
3. Ability to hear normal conversation

4. Ability to communicate in a clear manner
5. Good manual dexterity of hands and fingers
6. Able to lift/carry/push/pull at least 30 pounds

The position description should not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.

5-10-19