Door County Human Services seeks candidate for a full time management position which provides planning, development, coordination of services to persons experiencing challenges in areas of mental illness, emotional stability and/or alcohol or drug abuse.

**Essential Job Functions**

1. Assists the Department of Human Services Director in identifying clients’ needs, program planning and development, budget preparation and monitoring and evaluating services provided.
2. Provides direct clinical and administrative supervision to all co-occurring team members (including contracted providers). Assigns cases to therapist to best meet client needs.
3. Under the guidelines of DHFS Administrative Codes 34, 35 and 75, assures MH and AODA program compliance with state licensing requirements associated with operation of outpatient MH/AODA clinic.
5. Completes state and federal administrative and fiscal reports.
6. Directs clinic operations by establishing intake and assessment procedures, assigning cases and developing programs and services to meet client needs.
7. Provides oversight to purchase of service contracts associated with MH and AODA services (inpatient programs, transitional living environments, individual contractors).
8. Provides consultation to community, courts, law enforcement, schools, employers and other interested groups, individuals and agencies as needed.
9. As time and resources permit, directly delivers, or provides oversight to community prevention and education activities.
10. Works as a member of a multidisciplinary management team to assist Director in assuring efficiency and quality in operation of Department.

**Requirements:**

1. Graduate of a certified college or university with a MSW/MS Degree in Psychology, Counseling, Social Work or related area.
2. Licensed Professional Counselor and/or Licensed Clinical Social Worker required.
3. One (1) to three (3) years of supervisory and management experience and training highly desirable.
4. Wisconsin Certified Substance Abuse Counselor preferred.

Starting Range: Minimum $26.40 to Midpoint $31.06 plus excellent fringe benefits.

Apply on line at [www.co.door.wi.gov](http://www.co.door.wi.gov)

**POSITION OPEN UNTIL FILLED**

Door County is an Equal Opportunity Employer