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. This work is performed under supervision of the Health and Human Services Director.

II. Essential Duties and Responsibilities

1. Supervise and evaluate staff performances and program goals to ensure service quality and maintain personnel and program standards.
2. Assess community and consumer needs and develop or modify programs as appropriate.
3. Identify new or underutilized funding and resources.
4. Orient staff to division programs and job responsibilities.
5. Work cooperatively with governing committees and other departmental supervisors.
6. Plan, prepare and monitor the annual budget for the Division of Behavior Health and Long Term Support.
7. Negotiate and monitor purchase of services contracts including selection of providers, establishing rates and service levels, and monitoring performance measures.
8. 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.
9. Promote the dissemination of information regarding available programs and services.
10. Function as liaison to service providers, state Department of Health Services staff, and the public.
11. Attend meetings and conferences related to program responsibilities.
12. Interpret and apply pertinent statutes and administrative rules.
13. Coordinate services with other Health and Human Service Department (HHSD) units.
14. Prepare planning and non-fiscal reports as required by designated state agencies.
15. Consult with and make recommendations to the Health & Human Service Department Director when appropriate.

III. Educational Requirements

1. Masters Degree from an accredited university or college with a concentration in Human Service related course work. Specific experience in service provision to the HHSD target groups and supervisory experience are preferred.
2. Licensed as a Clinical Social Worker, Professional Counselor or Marriage and Family Therapist and able to bill Medical Assistance for services.

IV. Knowledge, Skills, Licensure and Experience 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 basic principles of human behavior and social work practices.
4. Knowledge of Medicaid, Medicare and third party payor regulations and process related to provider certification and billing.
5. Ability to plan and organize.
6. Ability to interact positively with people in a variety of settings and relationships.
7. Ability to work effectively with governing boards.
8. 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.
9. Computer experience required specific to utilizing State reporting systems.
10. Knowledge of available state and local resources.
11. Ability to communicate effectively with staff, clients, and the public.
12. Ability to exercise leadership, motivate, and supervise subordinate staff.
13. Skills in interpersonal relationships with peers, staff, clients, and other governmental employees.
14. Knowledge and ability to prepare and interpret both fiscal and statistical reports.
15. Desire to utilize a strengths based, team oriented approach to problem solving and management.
16. Be licensed as a Clinical Social Worker, Marriage and Family Therapist or Professional Counselor under Chapter 457, Wisconsin Statutes.
17. Possess a valid Wisconsin Driver's license.
18. Expected to maintain automobile liability insurance.
19. Materials and equipment used:
   General office equipment
   Motorized vehicle
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 50 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.