ROCK COUNTY invites applications for the position of:

Program Manager- Outpatient Behavioral Health

An Equal Opportunity Employer

**SALARY**

Hourly
$32.13 - $39.06

**OPENING DATE:** 07/27/16  
**CLOSING DATE:** 08/12/16 05:00 PM

**POSITION SUMMARY AND JOB DUTIES:**

This position has administrative and clinical consultation responsibility for the Rock County Counseling Center, Prescriber Practices, Treatment Courts (OWI Court, Drug Court), Behavioral Health Intake, and the Intoxicated Driver Program. Oversees clinic services to individuals with significant Mental Health and/or Substance Abuse concerns. Collaborates across the system to facilitate services that are welcoming and recovery focused for individuals with complex needs. This position plays a significant role in the development and implementation of program policy and procedures and assumes daily program supervision duties to assure high quality service delivery to clients and community partners.

Provides administrative oversight for behavioral health clinics in Janesville and Beloit

1. Serves in the role of Clinic Administrator per DHS 35 and 75 Administrative code for Outpatient Services (therapy/counseling, prescribing, nursing, and community case management)
2. Develops, implements and evaluates program policies and procedures
3. Assures compliance with all relevant administrative codes and applicable laws and statutes.
4. Monitors program and staff productivity and works to maximize efficiency wherever possible.
5. Maintains expertise in the area of maximizing revenue streams while appropriately managing capacity.
6. Provides leadership in the implementation of evidence based practices
7. Interviews, selects, trains, supervises, disciplines and evaluates assigned staff according to HSD and Rock County procedure.

Provides clinical consultation and supervision to subordinate staff

1. As appropriate, reviews cases, applies clinical assessment skills, and makes determinations regarding appropriate course of action
2. Consults clinically on cases and provides feedback and direction to staff regarding assessment planning and interventions.
3. As appropriate, provides supervision to monitor staff performance and facilitate professional development
4. Promotes a client centered, recovery oriented philosophy by advocating for client rights and strength based approaches.
5. May provide some direct service to clients
6. Provides after hours Crisis Supervision on nights and weekends on a rotating basis

Oversees Treatment Court programs and Intoxicated Driver Program
1. Provides administrative supervision to the supervisor of Treatment Court and IDP.
2. Collaborates across system in support of Treatment Court and IDP programming.

Oversees Intake, Assessment, and Referral processes for the Behavioral Health Division

Collaborates with internal and external partners to assure coordinated care
1. Participates as a member of the Behavioral Health Management team, working collaboratively with colleagues to assure a quality continuum of services for clients.
2. Develops and monitors contracts and agreements with partner agencies to maximize access to services and community collaboration
3. Represents the HSD in the community as appropriate including education and community liaison duties with regard to behavioral health issues.
3. Communicates and collaborates with staff and supervisors across HSD divisions to assure coordinated efforts to serve clients

Manages facility issues at Franklin Street facility

All other duties as assigned

SUCCESS FACTORS (KSA’S):
- Knowledge of clinical assessment, diagnosis, planning and intervention skills / standards for individuals with mental illness, substance abuse disorders, and co-occurring diagnoses
  - Knowledge of best practices standards in the areas of behavioral health practice and service delivery
  - Knowledge of and support for principles of Recovery and Client Centered care
  - Knowledge of applicable administrative codes and Statutes including DHS 35 and 75 and Chapter 51
  - Ability to communicate effectively orally and in writing
  - Ability to establish and maintain effective working relationships with physicians, clients, administrative superiors, co-workers, the general public and community partners in a manner that supports collaboration.
  - Ability to collect, organize and utilize data for program improvement purposes
  - Skills in clinical supervision and supportive management of staff

JOB REQUIREMENTS, EDUCATION, TRAINING & EXPERIENCE:
- Masters degree from accredited college or university with a major in psychology, social work, counseling or related field
- 3000 hours supervised post Master's Degree clinical experience
- Wisconsin LPC, LCSW or LMFT license or immediate ability to obtain
- Two or more years supervisory experience preferred
- Five or more years experience working with individuals with significant
behavioral health problems preferred
- Valid Driver's License

**ESSENTIAL JOB FUNCTIONS**

(Physical Elements, Equipment and Working Conditions):

- Ability to stand, walk and sit.
- Ability to exert up to 20 lbs of force occasionally or up to 10 lbs of force frequently

Equipment use:

- Ability to use computer and computer keyboard.

Working conditions:

- Ability to work non traditional hours and be on call after hours
- Almost all indoor work but may be required to accompany staff to community and home based visits
- A valid driver's license to get between various county buildings and attend meetings is required
- Potential exposure to physically or verbally abusive clients

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://agency.govemmentjobs.com/rrock/default.cfm

OUR OFFICE IS LOCATED AT:
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