



ROCK COUNTY  
invites applications for the position of:

# Human Services Supervisor II- Comprehensive Community Services

An Equal Opportunity Employer

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## SALARY

Hourly  
\$31.66 - \$38.43

**OPENING DATE:** 12/26/18

**CLOSING DATE:** Continuous

## **POSITION SUMMARY AND JOB DUTIES:**

Under the supervision of the Comprehensive Community Services (CCS) Program Manager this position has supervisory responsibility for the Comprehensive Community Services Program (CCS) in the Behavioral Health Division. Work involves administrative responsibilities, supervision of CCS staff, and oversight of services primarily to adults and some adolescents receiving comprehensive, person-centered, team based, community treatment for mental illness, substance use or co-occurring disorders. Other responsibilities include: leading the development of rehabilitative service plans for consumers, collaboration across the system to facilitate services for individuals with complex needs, participation in an after-hours on-call rotation, monitoring program outcomes, leading efforts for continued program development, and assuring a high quality service for consumers and community partners. Close oversight and maintenance of client case records, benefits, plans and reports in accordance with DHS 36, Social Security and Medicaid/Medicare requirements.

**Provides administrative and clinical supervision for Comprehensive Community Services team.**

1. Serves in the role of Service Director per DHS 36 Administrative code for Comprehensive Community Services
2. In individual and group supervision, reviews cases, applies clinical assessment skills, and makes determinations regarding appropriate course of action
3. Regularly provides feedback and direction to staff regarding assessment, planning and interventions.
4. Regularly monitors staff performance and facilitates professional development

5. Promotes a consumer centered, recovery oriented philosophy by advocating for consumer rights and strength based approaches.
6. Oversees assessment and admission processes for assigned CCS clients
7. Develops, implements and oversees program policies and procedures
8. Assures compliance with all relevant administrative codes and applicable laws and statutes.
9. Provides leadership in the implementation of evidence based practices
10. Interviews, selects, trains, supervises, disciplines and evaluates assigned staff according to HSD and Rock County procedure.

**Collaborates with internal and external partners to assure coordinated care**

1. Participates as a member of a supervisory 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 mental health and substance use issues.
4. Communicates and collaborates with staff and supervisors across HSD and CYF divisions to assure coordinated efforts to serve clients
5. Participates in an after hours on-call rotation as part of the supervisory team for the Rock County crisis intervention unit.

Provides direct services/interventions to CCS (CST identified) consumers as part of a treatment team.

1. Facilitates meetings in conjunction with CCS staff to advocate for consumer related needs and services and to provide clinical case direction and feedback.
2. Fills in with providing direct services as needed

**All other duties as assigned.**

**SUCCESS  
FACTORS  
(KSA'S):**

- Thorough knowledge of DHS 36
- Knowledge of applicable administrative codes and Statutes including DHS 35 and Chapter 51, and DHS 46.56 (CST principals)
- Knowledge of clinical assessment, diagnosis, planning and intervention skills / standards for youth and adults with mental illness, AODA and co-occurring diagnoses
- Ability and interest to conduct substance abuse assessments

- Ability to accurately assess stages of change and direct staff on appropriate interventions to match stage of change
  - Knowledge of clinical risk assessment techniques and standards related to suicide, homicide and self injury for children, adolescents and adults.
  - Knowledge of best practices standards in the area of services to persons living with mental illness, substance abuse or co-occurring diagnoses.
  - Knowledge of and support for principles of Recovery, Client Centered care, and Trauma Informed Care
  - 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.
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- Ability to collect, organize and utilize data for program improvement purposes
  - Skills in clinical supervision and supportive management of staff
  - Skill to engage persons and families in treatment and work with internal staff to generate plans to best support consumers and families
  - Ability to accurately assess a multitude of consumers needs and direct staff appropriately in the treatment course
  - The skill of being organized and punctual

**JOB REQUIREMENTS, EDUCATION, TRAINING & EXPERIENCE:**

Masters Degree in Social Work or a related field from an accredited college or university. CSAC or considerable substance abuse experience required. Substance abuse supervisor credential required or ability to obtain within the first year of hire. Preference is for credential(s) that allow staff to provide mental health and substance abuse treatment in Wisconsin (ie. LCSW, LPC, LMFT). Knowledge and experience with co-occurring disorders required. Must possess and maintain a current unrestricted (not due to corrective lenses) driver's license and auto insurance pursuant to the Rock County Administrative Policy and Procedure 5.02 and 5.27. Must complete 20-40 hours of training specific to CCS and DHS 36 within three months of hire date.

**ESSENTIAL JOB FUNCTIONS (PHYSICAL ELEMENTS, EQUIPMENT AND WORKING CONDITIONS):**

Physical elements:

- Ability to stand, walk and sit. Physical movement occurs a majority of the day.
- Inside and outside work with exposure to weather conditions.
- Potential for contact with unpredictable and aggressive persons.

- **Must be willing to transport consumers in your personal vehicle and be exposed to challenging and unpredictable environments.**
- **Participate in disaster evacuations and fire drills when circumstances warrant. Maintain safety procedures.**
- **Lifting and carrying up to 25lbs frequently.**

**Equipment use:**

- Ability to use a computer and computer keyboard.

**Working conditions:**

- **Ability to work non traditional hours and over 40 hours a week and be on call after hours**

- Potential exposure to physically or verbally abusive clients

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<https://agency.governmentjobs.com/rock/default.cfm>

Job #RC-0802658  
HUMAN SERVICES SUPERVISOR II- COMPREHENSIVE  
COMMUNITY SERVICES  
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