

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: BEHAVIORAL HEALTH UNIT MANAGER

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR

SUMMARY: Overall responsibility for and direct supervision of the client treatment services and supervision of clinical staff per Wisconsin Administrative Code HFS 34, 35, 36, 63 and 75. . Responsible for the administration, development, planning and evaluation of the community-based program - Children's Long Term Support Medicaid Waivers (CLTS),

DUTIES AND RESPONSIBILITIES:

- Work in cooperation with the Director of the Department to validate or update current professional practices and to assess program performance.
- Knowledge and leadership regarding relevant DHS mental health service regulations and initiatives, including clinical aspects and Medical Assistance, Medicaid and private insurance payment regulations.
- Provide ongoing support, training and clinical supervision to mental health therapists and intensive service specialists.
- Coordinating the development of cost-effective care alternatives for high-need clientele.
- Monitor changes in the Medical Assistance, Medicaid & private pay insurance to help establish new growth opportunities for the department.
- Serve on pertinent local, regional, or state planning and study committees.
- Review payment for psychiatric hospitalization for uninsured/underinsured county residents along with Director/Financial Manager to manage costs.
- Serve on agency management team: attend management meetings, serve on agency committees or work groups, represent agency at meetings as requested.
- Perform or oversee State-Required Clinical and CCS Supervision for intensive service specialists, psychotherapists , Community Support Services (CSP), Comprehensive Community Services(CCS), Children's Long-Term Support Waivers (CLTS) and 24 hr. mobile Crisis
- Provide backup supervision for after hour crisis
- Provides supervision, evaluates department staff, provides disciplinary actions when required while fostering growth in professional practice for unit staff
- Facilitate hiring process including: creating job description, recruiting, scheduling interviews, interviewing and choosing appropriate candidate.
- Oversees and creates Intercounty Agreements and Memorandum of Understanding/ Contracts of Service with other institutions, writes and maintains Service Agreements with other agencies for purposes of stabilization and recovery

- Oversees the Unit's Budget by writing annual plans, developing and monitoring day to day approval of expenditures, purchases, and reports as well as making budget recommendations to the Director and Financial Manager.
- All other duties as assigned by the Director.

SKILLS AND ABILITIES: The ability to understand, follow and provide directions; reading, writing (reports) is necessary and skill in the use of office equipment. Must have a valid Wisconsin Driver's License and access to an insured vehicle. Understanding of staff development, change management, and conflict resolution.

QUALIFICATIONS:

EDUCATION:

- A Master's Degree in Social Work, Clinical Psychology or Relevant Field is required. Certification in HIPPA Compliance training is required. Certification in Suicide Assessment and Risk Management in a program accredited by the Commission for Accreditation of Counseling is recommended. Chpt 51, 55 and 54 training and experience recommended.
- Wisconsin Licensure to Perform Clinical duties as a Professional Counselor, Marriage and Family Counselor or Clinical Social Worker Certification is required.

EXPERIENCE / JOB KNOWLEDGE:

- A minimum of three years direct service experience in the area of clinical services is required.
- A minimum of three years of additional experience in administration, management, staff development and supervision is preferable.
- Experience in working with reimbursement from Medical Assistance and Medicaid.
- Must be a certified/certifiable medical assistance provider in Wisconsin.
- Must be licensed as a Professional Counselor or Independent Clinical Social Worker (or equivalent) in Wisconsin and shall have 3,000 hours of supervised clinical experience in a practice where the majority of clients are adults with a severe and persistent mental illness or 1,500 hours of supervised clinical experience in a CSP.
- Knowledge of the needs of individuals with severe and persistent mental illness, the CSP and CCS programs, comprehensive knowledge of the principals and practices of counseling and clinical supervision; ability to relate to and communicate effectively with staff, community professionals, agencies and the general public.
- Knowledge and adherence to state regulations regarding clinic operations.
- Knowledge of team work and systems approach.
- Knowledge and administrative skills to assess programs designed to maintain or improve the conditions of those we serve while maximizing reimbursement rates.
- The ability to collaborate and communicate with a diverse staff within the department, county, regional and State partners.
- The ability to manage community relations and provider agency relations in a manner that reflects positively on the county.
- Knowledge of the principles/theories of mental health, AODA, social work practice, family systems, human development, and crisis intervention.
- The ability, experience, and performance record to demonstrate the ability to function independently with minimal supervision and support.

- Skills in professional and community relations, including the ability to interact with insurance companies and service providers to negotiate or clarify reimbursement rates for programs provided to our clientele.
- The skill and knowledge to interface with State/Federal funding streams such as Medicaid/Medical Assistance to establish or negotiate reimbursement rates.
- Basic computer skills including word processing e-mail and internet functions.

RESPONSIBILITY AND AUTHORITY:

- An administrative position that reports directly to the Director.
- Responsible for oversight of all clinic related revenue streams and providing evaluations and recommendations.
- Responsible for revenue tracking systems, reports, and provision of specific feedback to the department.

WORKING CONDITIONS:

- Will involve some evening and weekend hours. Will involve some travel to client location and work with clients who are in crisis, incarcerated, irrational, or not in control of their emotions. Such individuals may be potentially assaultive and may represent a danger to self and others
- Time lines have to be met in regards to reviews, reports and other program requirements. Paper work/documentation is extensive in order to meet state certified program requirements and requirements of other funders.
- Community relations may require contending with public perceptions regarding safety and risk of danger within the community.
- Office work involves sitting, negotiating stairs and working at a computer station for long time periods. Movement is required between offices and other Department buildings.

PHYSICAL DEMANDS: Over 75% of the time is spent listening. 15% of the time is spent talking, sitting, using writing/keyboarding, reading or visually observing. About 10% of the time is spent standing, walking, reaching and low lifting. In unusual circumstances, it may be necessary to stoop, kneel, crouch, run, grapple, and lift/carry objects weighing up to 40 pounds.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 90% of work done is inside. About 10% of the time situations develop where there is a threat of physical aggression or injury from clients. As well as heavy exposure to second hand smoke and situations where universal precautions must be taken due to the physical condition of some clients and their abodes.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

1/94, 1/2000, 9/2005, 03/07, 9/11 (revised, 11/12), 3/13, 12/15, 9/16

Approved County Personnel 10/20/16