



Trempealeau County Opening Behavioral Health Services Supervisor

PURPOSE OF POSITION:

The purpose of this position is to direct and supervise the Behavioral Health Services unit in compliance with Wisconsin Statutes, agency policies, contracts, best practices and county, state and federal mandates. Provide oversight of the behavioral health programs, staff and contractors including mental health and chemical dependency services, clinical services, CSP, CCS, CLTS, Crisis, CCOP, Birth to Three, and Justice Services. This position is responsible for program compliance with state and federal regulations and continued state certification of programs including annual program Quality Improvement evaluation. The work is performed under the direction of the Human Services Director.

REQUIRED QUALIFICATIONS:

Master's degree in Social Work, Clinical Psychology or five years' experience working in behavioral health services within a human services setting, including case management, budgeting and supervisory/management experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Licensure in Wisconsin as clinical social worker, Professional Counselor or Marriage and Family Therapist preferred. Wisconsin Social Work certification required and at least two years' experience working with individuals/families with mental illness and/or chemical dependency, psychosocial rehabilitation, valid motor vehicle operator's license and available means of transportation required.

COMPENSATION / BENEFITS:

The 2019 starting wage for this exempt position is \$56,846 - \$64,584 (depending upon qualifications), plus benefits. Earnings up to \$77,500. A comprehensive benefit package is offered to county employees including health insurance, flex spending account, dependent care reimbursement, pension plan, deferred compensation, dental, vision, short-term disability, life insurance, critical illness insurance, cancer insurance, and accident insurance and paid holidays, vacation and sick leave.

Application material may be found at www.trempealeaucounty.com or by contacting Human Resources. Completed application must be received (via mail, email, fax, or hand-delivered) to Human Resources by:

Open Until Filled With First Review of Applications January 22, 2019.

Trempealeau County Human Resource Department

36245 Main St., PO Box 67, Whitehall, WI 54773

Telephone: 715-538-2311 ext. 213

Fax: 715-538-4776

personnel@trempealeaucounty.com

Equal Opportunity Employer / Affirmative Action

2019 EMPLOYEE BENEFITS

TREMPEALEAU COUNTY (REGULAR PART-TIME/FULL-TIME EMPLOYEES)



Non-Represented Benefit Package for 2019. A complete packet of benefits information will be provided to the candidate selected for the position. This illustration summarizes the benefits presently offered by Trempealeau County and is not a guarantee of benefits.

Benefit Type	What you receive	Eligible	Who Pays
Medical*	County participates in the State of Wisconsin offered Health Plan. <u>\$500 individual / \$1000 family deductible.</u> Routine/Preventative services- plan pays 100%. Emergency Room copay - \$60 per visit. Annual Wellness Incentive - \$150 gift card for employee & spouse when annual physical or wellness screen is complete.	First of the month following 30 days of employment	County contributes 88% of the lowest cost plan. Employee Contribution Quartz-Community <u>Single Plan: \$86.08/per month</u> <u>Family Plan: \$211.49/per month</u> Premiums vary depending on plan selection. Other plans include WEA Trust West, Security Health Plan Central and Health Partners.
Flex Spending Account (FSA)	\$500 -Single Health Plan \$1000-Family Health Plan County contributes either \$500/\$1000 for each employee enrolling in the county sponsored medical plan.	First of the month following 30 days of employment	Option to contribute up to an additional \$2700 for medical and \$5000 for dependent care per year. Expenses must be incurred January 1, 2019 through March 15, 2020 and submitted for reimbursement by May 31, 2020.
Dental	Delta Dental WI Plan: Preventative (100% no deductible), basic and major (80/50%) and orthodontic (50% with \$1500 individual max) coverage. Deductible \$50/person; \$150/family. Annual max \$1200 per person.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee: \$37.01 / month Employee + 1: \$73.48 / month Family: \$117.21 / month
Vision	Avesis Vision Plan: Eye exams (covered 100% in-network), lenses, frames, contact lenses and discount on Laser Vision Correction.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee: \$10.92 / month Employee + 1: \$19.11 / month Family: \$28.39 / month
Term Life Insurance	Life insurance coverage for yourself, spouse and children. Plan gives you the availability to choose how much life insurance you want and need. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age and coverage level electing.
Universal Life Insurance	Coverage provides protection while building cash value. Income tax free death benefit to your beneficiary and potential for loans and partial withdrawals base on available cash value. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age and coverage level electing.

Short-Term Disability	Provides financial resources with benefits available up to 60% of your salary during time off work due to illness/injury.	First of the month following 90 days of employment	<u>Employee pays 100%</u> Cost varies based on age and hourly rate of pay.
Group Accident	Lump sum benefit for off the job accidental injuries, pays in addition to other insurances, Low and High plan options available. Wellness benefit up to \$150 (low) \$400 (high) per year for covered individual. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee Low: \$12.26 / month Employee High: \$18.52 / month Employee plus children, Employee plus spouse and Family rates also available.
Group Cancer	Cancer Insurance to help you manage expenses of treatment (including experimental), pays in addition to other insurances. Plan covers cancer and up to 29 specified diseases. Wellness benefit of \$100 per year for covered individual. Low, Medium and High plan options available. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee Low: \$16.94 / month Employee Medium: \$24.36 / month Employee High: \$36.14 / month Employee plus children, Employee plus spouse and Family rates also available.
Group Critical Illness	Lump sum benefit for critical illness such as heart attack, stroke, major organ transplant, end stage renal failure. Pays in addition to other insurances Benefit amounts \$2500 - \$20,000 depending on illness. Supplemental benefits also available. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age, tobacco use and coverage level electing. Rates per Employee, Employee plus children, Employee plus spouse and Family.
Pension	Wisconsin Retirement System (WRS). Eligible employees are required to pay 50% of the total WRS contribution rate for "general" employees. Pre-taxed.	Date of Hire (<i>may not be eligible for part-time positions</i>)	<u>General employees</u> Employee: 6.55% County: 6.55%
Deferred Compensation	Available plans: WI Deferred Comp (WDC) and Nationwide (NACO). Allows you to invest today for retirement. Federal/State taxes are deferred until your assets are withdrawn.	Anytime	<u>Employee pays 100%</u> Available through payroll deduction (flat rate or percentage).
Vacation*	Accrues per pay period per year as follows. 1 – 5 years of service: 12 days 6-7 years of service: 15 days 8-10 years of service: 18 days 11-15 years of service: 20 days 16-25 years of service: 24 days 26+ years of service: 25 days	Accrual begins Date of Hire – must be here 6 months to begin utilizing accrued time	<u>Payout Upon Separation</u> 100% following 1 year introductory period.
Sick Leave*	Accrues per pay period up to 12 days per year. Max 960 hours.	Accrual begins Date of Hire	<u>Payout Upon Separation</u> Retirement: 100% max 480 hours.
Holidays*	New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, Personal Holiday. <i>Exception Highway employees: Veteran's Day in lieu of President's Day.</i>	Normally granted Holiday off with pay as listed	<u>Payout Upon Separation</u> None. <i>Exception for certain Sheriff's Office employees for holidays earned.</i>

**Pro-rated benefits applicable for positions less than 40 hours per week. Refer to Human Resources for additional information.*

Trempealeau County Position Description

Name:		Department:	Human Services
Position Title:	Behavioral Health Services Supervisor	FLSA:	Exempt
Date:	January 2019	Reports To:	Human Services Director

Purpose of Position

The purpose of this position is to direct and supervise the Behavioral Health Services unit in compliance with Wisconsin Statutes, agency policies, contracts, best practices and county, state and federal mandates. Provide oversight of the behavioral health programs, staff and contractors including mental health and chemical dependency services, clinical services, CSP, CCS, CLTS, Crisis, CCOP, Birth to Three, and Justice Services. This position is responsible for program compliance with state and federal regulations and continued state certification of programs including annual program Quality Improvement evaluation. The work is performed under the direction of the Human Services Director.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises the behavioral health long term care community programs, crisis services, treatment alternatives and diversion, Birth to Three, Children's Long Term Support programs.

Leads process for CCS and CSP re-certification.

Maintains extensive knowledge of laws relating to behavioral health county services, IDP, CCS, CSP, CLTS, Crisis, CCOP, Birth to Three, Chapter 51 and 54, MA Provider Handbook and justice sanctions programs

Receives, reviews, and assures appropriate disposition of all client service referrals. Advises and counsels staff on case management. Assigns cases to staff. Reviews and approves in writing all Behavioral Health unit initial assessments, plans, placements, and service provision. Assures appropriate collaboration/clinical supervision of all staff.

Assists workers in making recommendations to the court. Enforces court-ordered requirements and placements. Ensures compliance with time frames under court-orders, State and Federal laws.

Ensures required documentation is maintained within all service areas in the Behavioral Health unit according to agency, local, State and Federal laws, standards and policies.

Compiles and analyzes statistical data to make recommendations and to assist in developing programs. Assesses unit's delivery of services to determine compliance with laws, best practices and standards. Evaluates CCS annually making changes as identified through Quality Improvement and client satisfaction survey results.

Maintains security of data and HIPAA. Serves as the Agency's Client Rights Specialist.

Assesses client needs and program eligibility. Refers clients for programs and services. Coordinates services with other organizations, assists with the development and negotiations of service contracts with provider agencies.

Provides recommendations regarding staff hiring/interviews, promoting, suspending, disciplining, and terminating employees to Human Services Director. Assigns, directs, and trains staff work regarding ongoing service provision, assessments, and plan development. Evaluates and oversees staff performance evaluations under direction of director. Coaches and/or counsels staff. Conducts individual meetings with staff identify strengths and recognize exceptional work performance.

Conducts and attends staff meetings. Provides training and motivation of staff. Updates staff regarding changes in law, policies, and procedures. Develops competent workers to provide person-centered, least-restrictive rehabilitative and treatment services.

Facilitates a cooperative working environment within the unit, with other agency units and community agencies and departments.

Participates in and resolves grievances and complaints regarding service provision and human resource matters. Receives and resolves inquiries, complaints, or concerns from the public and clients.

Assists director in preparing annual budgets. Prepares budget estimates and monitors expenditures. Recommends staffing and operational needs. Prepares plans and annual reports to receive funding.

Approves client service expenditures. Reviews employee expenses. Approves worker overtime.

Provides consult to crisis situations during regular working hours and after hours to on-call, law enforcement and mobile crisis.

Interacts and communicates with local agencies, state department and divisions, contract agencies and Human Service/County Board. Advocates for and interprets agency programs, responsibilities, and client needs.

Approves the release of confidential records in accordance with required statutes and laws. Maintains documentation of records released.

Provides Case Management services as needed for CCS and CSP program. This includes but is not limited to: the development of a written plan of the psychosocial services provided for a CCS and CSP consumer. As the service facilitator ensure the client receives; assessment services, service planning, service delivery, and supportive activities in an appropriate and timely manner.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Serves on area or State committees or boards related to programs or service delivery. Represents County and Agency at Statewide organizations.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in Social Work, Clinical Psychology or five years' experience working in behavioral health services within a human services setting, including case management, budgeting and supervisory/management experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Licensure in Wisconsin as clinical social worker, Professional Counselor or Marriage and Family Therapist preferred. Wisconsin Social Work certification required and at least two years' experience working with individuals/families with mental illness and/or chemical dependency, psychosocial rehabilitation, valid motor vehicle operator's license and available means of transportation required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to decide the time, place and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.

Ability to counsel, treat and mediate, and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to direct and supervise the work of others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as program manuals, state statutes, proposed legislation, administrative codes, service contracts, service quotes, service agreements, client charts, M.A. provider handbook, assessment reports, Court documents, services plans, union contracts, personnel policies, procedure manuals, spreadsheets, performance evaluations, financial statements, program and agency forms, surveys, and non-routine correspondence.

Ability to communicate orally and in writing with clients, families, department personnel, attorneys, Judges, counselors, law enforcement personnel, health care professionals, behavioral health professionals, psychologists, psychiatrists and the general public.

Mathematical Ability

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals. Ability to compute and analyze statistical data.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Ability to utilize problem solving judgment and decisiveness during emergency or potentially dangerous situations.

Physical Requirements

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicle, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under conditions which require exposure to environmental factors such as irate individuals, intimidation, traffic hazards and disease. This exposure may cause some discomfort and presents a risk of injury.

Trempealeau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date