

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Comprehensive Community
Services (CCS) Supervisor

Department: Health and Human Services

Reports to: Behavioral Health Services Manager **Pay Grade:** M

Date: January 1, 2020

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of this position is to coordinate the day-to-day functions of Comprehensive Community Services and the Coordinated Services Team Initiative; and provide direct supervision and support to the staff working within those programs. This position may also be responsible for supervising all Behavioral Health Services programs and staff at the direction of or in the absence of the Behavioral Health Services Manager.

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 or assigned.

- Supervise professional staff and programs as directed by, or in the absence of the Behavioral Health Services Manager including directing caseload/workload assignment, work review, maintain standards, coordinate activities and promote team building.
- Fulfill the Comprehensive Community Services mental health professional function with regard to Authorization of Services, participation in the Assessment Process, Recovery Team, and Discharge Planning ensuring the quality of services provided to consumers.
- Provide clinical supervision/collaboration to agency staff members and contracted providers as appropriate.
- Provide clinical supervision and oversight of the Comprehensive Community Services program as provided in residential settings.
- Support service providers in developing strategies to enhance existing programming, increase resources, and/or establish new resources relevant to project goals and objectives.
- Participate in the 24-hour emergency coverage rotation as directed.
- Participate on and provide support to the Coordinating Committees. Assist the Coordinating Committee to fulfill their role of reviewing and making recommendations regarding the CCS plan, the CCS quality improvement plan, personnel policies, and other policies, practices, or information that the committee deems relevant to determining the quality of the CCS program and protection of consumer rights.
- Coordinate with the Behavioral Health Services Manager to ensure that data and reports are submitted in an accurate and timely manner.
- Ensure adherence/compliance with Behavioral Health Services policies, applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards

- Maintain the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.
- Represent Richland County Health and Human Services to the community at large in order to facilitate public education and awareness of issues and programming for consumers/families of mental health/substance abuse services and act as a resource to the community in the area of mental health education and prevention by means of professional interaction, clinical consultation, public speaking, media presentations, participating in community advisory groups, citizen surveys, and general coordination.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master's degree in social work, or related field required.
- Current State of Wisconsin license credential as a Licensed Clinical Social Worker, Licensed Marriage and Family Therapist, or Licensed Professional Counselor.
- Three years post-license clinical experience preferred, or equivalent combination of education and experience from which comparable knowledge can be acquired.
- Considerable ability to communicate effectively both orally and in writing.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, state and federal rules and regulations, manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to prepare a variety of documents including client records, social histories, performance evaluations, diagnostic reports, letters, court reports, and financial applications.
- Ability to communicate effectively with clients, client family members, county board members, professional and support staff, director, law enforcement personnel, local, state and federal social service staff, the general public.
- Ability to record and deliver information, explain procedures and instruct staff and clients.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and fractions, and use and understand descriptive statistics.

Judgment and Situational Reasoning

- Ability to apply psychological therapy concepts to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to use independent judgment and maintain emotional stability in routine to occasionally highly unstable or risky situations including decisions on implementing client treatment plans to encounters with potentially suicidal and violent clients.
- Ability to problem solve and achieve resolution.

Physical Requirements

- Ability to physically respond to a variety of settings to provide services including office, community locations, private residences, jail, etc.
- Ability to operate a variety of office equipment including computer keyboard, telephone, calculator, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to violence, disease, dust, temperature, etc., to work in a comfortable, yet occasionally unsafe environment.

Richland 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