

Richland County Position Description

Position Title: HHS Director

☐ **Exempt from FLSA**

Department: Health and Human Services

Reports to: County Administrator

Pay Grade: R

Date: April 5, 2022

Hours per Week: 40

PURPOSE OF POSITION

The purpose of this position is to direct, administer and supervise all programs and services within the Health and Human Services Department of Richland County.

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.

- Interpret and assure implementation of federal, state, and county statutes, rules and policies/procedures related to health and human services.
- Cooperate with representatives of state departments in the development and operation of state supervised county health and human services programs and submit required reports.
- Research, develop, and review agency programs, policies, and procedures.
- Direct financial plans including preparation of budgets, maintenance of fiscal controls, and submission of required reports.
- Work with the Health and Human Services Board in policy making and community interpretation and bring to the Board appropriate issues for advice.
- Plan, administer, supervise and evaluate, directly and through delegation, responsibilities and performance of staff and contracted agencies for the efficient and effective operation of programs.
- Establish and maintain sound supervisory practices, including periodic evaluations and disciplinary actions as necessary.
- Administer a sound personnel program, in compliance with the county's union contract and personnel policies/procedures, and be responsible for the appointment of staff consistent with knowledge, skills, and abilities, with the input and cooperation of the affected Program Manager.
- Provide supervision and direction to agency supervisors through individual conference and management group meetings.
- Administer an effective staff development program including in-service training and appropriate use of other educational resources.
- Negotiate and sign contracts with provider agencies.
- Involve other agencies and citizens, as appropriate, in an advisory committee role to stimulate community input into program planning.
- Cooperate with other agencies, officials, and citizens in planning for coordinated community services.
- Discuss health and human services issues with representatives of local/state/federal departments/government, including legislators.
- Prepare, plan and report materials as needed or required by the County Administrator, the Health and Human Service Board, County Board, and/or state departments.

Richland County Position Description

- Conduct agency staff meetings and maintain other forms of intra-departmental communication.
- Represent Richland County Health and Human Services to the community at large through professional interaction and participation in community advisory groups as requested.
- Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participate in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- 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.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Bachelor's or master's degree with knowledge, skills, and abilities which include a thorough knowledge of health and human services required related to: State and Federal program requirements; budgeting and fiscal management; legal requirements of programs; goals, principles, and practices with demonstrated ability to provide strong leadership and make quality decisions; plan, direct, supervise, and evaluate performance; develop plan and administer complex health and human service programs; set priorities and work under time limits. Prefer bachelor's or master's degree in human services related field.
- Five years of experience in an administrative and supervisory capacity required.
- 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 analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to prepare and to maintain a variety of documents including client service plans and recommendations, program evaluations, client assessments and treatment plans and therapy notes.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.

Judgment and Situational Reasoning Ability

- Ability to classify, compute, tabulate, and categorize data.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Richland County Position Description

- Ability to use independent judgment frequently in non-routine to occasionally highly unstable situations including decisions on implementing client" service and treatment plans to encounters with potentially suicidal and violent clients.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgment in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

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