



# THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)

P.O. BOX 897

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## JOB POSTING

Internal/External

<b>Title of Position:</b>	<b><u>Behavioral Health Deputy Administrator</u></b>
<b>Position Type:</b>	<b><u>Full-Time</u></b>
<b>Number of Openings:</b>	<b><u>1</u></b>
<b>Starting Pay Range:</b>	<b><u>\$29.77-\$32.88/hour based on directly related experience and education.</u></b>

### Position Overview:

The position will assist in administrative oversight of all Behavioral Health Department functions by assessing, planning, implementing, and monitoring community needs and service areas. This position actively participates in the development and enforcement of all policies, rules and regulations impacting program certifications as well as the agency as a whole. In conjunction with the Administrator, the person in this position will accept delegated areas of administration and hold these areas under his/her jurisdiction, responsible for efficient practices including responsibility for all personnel functions within the delegated area and collaboration with the Administrator on placement, supervision, termination, performance evaluation and position development. It is essential that the Deputy Administrator counsel with the Administrator on matters pertaining to basic operational policies as well as the establishment of goals and objectives for all programming under his/her supervision. The Deputy Administrator may act as Administrator in absence of the Administrator.

### Required Education & Experience:

- Must have a bachelor's degree in Social Work, Human Services, Behavioral Science, or closely related field. Preference for master's degree in related field.
- Two (2) years of related experience and sound working knowledge of public behavioral health systems and state statutes.
- Preference for applicant with supervision experience.

**Closing Date: 09/25/2020 at 4:00 P.M.**

**How to Apply:** Please send your letter of interest and resume to:  
[abb@thehumanservicecenter.org](mailto:abb@thehumanservicecenter.org).

*The Human Service Center is an equal opportunity employer.*

SERVING FOREST - ONEIDA - AND VILAS COUNTIES  
VISIT US ON THE WEB: [www.thehumanservicecenter.org](http://www.thehumanservicecenter.org)

## **POSITION DESCRIPTION**

**Position Title:** Behavioral Health Deputy Administrator

**Budget Department:** Behavioral Health

**Reports to:** Behavioral Health Administrator

**FLSA Status:** Exempt

**Pay Grade Level:** 13

**Benefits:** Eligible for all permanent, regular FT status benefits

**Other:**

### **SUMMARY OF POSITION:**

The position will assist in administrative oversight of all Behavioral Health Department functions by assessing, planning, implementing and monitoring community needs and service areas. This position actively participates in the development and enforcement of all policies, rules and regulations impacting program certifications as well as the agency as a whole. In conjunction with the Administrator, the person in this position will accept delegated areas of administration and hold these areas under his/her jurisdiction, responsible for efficient practices including responsibility for all personnel functions within the delegated area and collaboration with the Administrator on placement, supervision, termination, performance evaluation and position development. It is essential that the Deputy Administrator counsel with the Administrator on matters pertaining to basic operational policies as well as the establishment of goals and objectives for all programming under his/her supervision. The Deputy Administrator may act as Administrator in absence of the Administrator.

### **MINIMUM EDUCATION AND EXPERIENCE LEVEL REQUIRED:**

1. Bachelor's degree in the field of Behavioral Sciences, Human Services, Social Work, or related field.
2. Two years of related experience and sound working knowledge of public behavioral health systems and Statutes.
3. Employee shall have the ability and emotional stability to carry out his or her assigned duties.

#### **Preference for:**

1. Master's Degree in related field.
2. Five years of related experience and sound working knowledge of public behavioral health systems and Statutes.
3. Supervisory experience.

### **CERTIFICATION/PROFESSIONAL LICENSURE:**

1. Successful completion (within three months after beginning the position) of 40 hours of Wisconsin Certified Crisis Program Training (provided as part of an on-the-job training).

#### **Preference for:**

1. Licensed by WI DSPS as an LCSW, LPC, or LMFT.
2. Licensed by WI DSPS as a SAC-IT, SAC, CSAC or ICS.

**If minimum education, experience, certification or licensure is required by program statutes or funding sources, pertinent information must be attached.**

### **OTHER REQUIREMENTS:**

1. Must possess a valid Wisconsin driver's license throughout the term of this position as travel is required.
2. Must have access to a dependable personal vehicle.
3. Must have personal automobile insurance with minimum coverage limits of \$100,000/\$300,000.
4. Must successfully complete a Caregiver Background Check per Wisconsin Administrative Code DHS 12.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Plans, develops, implements, and coordinates Behavioral Health programming, functioning as an advocate and community leader for Behavioral Health services. Works closely and cooperatively with all agencies and programs connected with Behavioral Health services in areas such as service delivery, needs assessment, identification of service delivery gaps, and development of new programs where needed.
2. Researches and drafts grant proposals. Completes necessary state reports for grant funding and programs.
3. Assists in maintaining State certifications.
4. Monitors and evaluates the quality of services purchased by The Human Service Center for Behavioral Health programs. This includes negotiating and preparing contracts.
5. Assists in the development, implementation and monitoring of the department budget. Monitors and

works to enhance billing of Medicaid and other revenue generating programs.

6. Develops the policies and procedures that are necessary for functional and efficient operation of the Behavioral Health Department and programs.
7. Prepares for and attends the meetings of the Behavioral Health Committee and The Human Services Board when requested by the Executive Director and/or the Behavioral Health Committee.
8. Responsible for staff scheduling to ensure adequate coverage of the Behavioral Health Department and monitors staff adherence of policies and procedures, providing necessary support and intervention when needed.
9. Develops and implements quality assurance/improvement planning and outcomes.
10. Represents the agency in community settings, establishing and maintaining effective working relationships with community partners and the general public.
11. All associated tasks necessary to complete the duties and responsibilities listed in items 1-10 above.

**POSITION SPECIFIC KNOWLEDGE & SKILLS:**

1. Demonstrated ability to work alone and to make independent decisions.
2. Demonstrated ability to function collaboratively as part of a team, seeking and accepting consultation when appropriate.
3. Strong organizational and communication skills.
4. Strong commitment to working toward improving cultural competence, as demonstrated by valuing difference and diversity, recognizing limitations in personal competencies and expertise, and having concrete ideas about how to improve cultural awareness, knowledge and skills.
5. Strong commitment to respecting consumers and improving meaningful involvement of consumers in service delivery.
6. Strong leadership skills and the ability to assist subordinates in the development of organizational skills.
7. Ability to effectively analyze and report on program outcome trends.
8. Demonstrated understanding of State Statutes pertaining to the mentally ill and AODA clients.
9. Demonstrated knowledge, understanding and clinical skills needed to assess the needs of persons in crisis.
10. Demonstrated ability to make appropriate decisions in emergency and crisis situations.

**CORE KNOWLEDGE AND SKILLS:**

1. Ability to effectively communicate orally and in writing.
2. Ability to establish and maintain effective working relationships with clients, supervisor(s), peers, service providers, and community partners in a way that supports the mission of the agency and the clients it serves.
3. Ability to comprehend and apply all applicable program standards set forth by Federal, State and agency requirements.
4. Computer literacy that allows for accurate and effective interaction and completion of reporting requirements.
5. Ability to abide by all policies and procedures of The Human Service Center including all documentation requirements and deadlines.
6. Ability to maintain the confidential nature of all consumer and business information per Federal and State regulations and agency policies and procedures.

**Environmental Conditions, Physical Demands and Tools & Equipment Used in this Position Attached**

**This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned or reassigned to this job at any time.**

**APPROVED:**

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

This job description has been discussed with me. I understand the responsibility of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Original: 10/10/16  
Reviewed/Revised: 11/02/16