

Washburn County Position Description

Name:		Department:	Health & Human Services
Position Title:	Mental Health & AODA Coordinator/Social Work Supervisor	Pay Grade:	17
Date:	February 2024	Reports To:	Health & Human Services Director
			Job Code:

Purpose of Position

The purpose of this position is to manage and supervise Human Services professionals and programs, to develop and coordinate an array of services with other agencies and to perform the duties of the Director as required. The work is performed according to all applicable codes, statutes, rules and regulations under the direction of the Health & Human Services Department Director.

Position provides management direction, planning, organizing, and evaluating of programs, staff and services provided to clients in need of mental illness, alcohol or other drug dependent, Adult Protective Services and Children's Mental Health (CST). This position includes specific oversight of the Comprehensive Community Services (CCS) program and mental health crisis programming.

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 mental health and AODA professionals; interviews/rates/recommends new employees; provides instruction and training; allocates personnel; plans, coordinates, assigns and reviews work; maintains performance standards; problem solves; approves leave and evaluates performance. Recommends promotions and disciplinary action in conjunction with the Director.

Assists with the preparation of the annual departmental budget.

Monitors the performance of multiple programs and makes necessary program and budgetary adjustments.

Supervises the maintenance of records and reports and ensures compliance with state and federal requirements.

Assigns cases and ensures required caseload coverage; provides consultation and direction in casework, planning for treatment and other services.

Reviews and evaluates cases to determine need for agency services.

Participates in the research, review and development of agency programs, policy and procedures.

Interprets programs, policies and procedures to individuals, groups and other agencies. Represents the agency at various local presentations, committees and work groups.

Evaluates staff development/training needs; prepares written staff development/training plans; arranges for topic-specific staff training and purchases needed materials; approves staff training requests. Coordinates, attends and presents in-service training to continue professional growth; maintains knowledge of current changes in the field of Social Work.

Monitors, reviews and evaluates the performance of agency contract providers.

Serves as Acting Director as needed/requested. Provides coverage for other agency supervisors, and all social work staff.

Is responsible for assisting in activation of emergency response services as outlined by county Emergency Operations plan, as directed by the department head.

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.

Performs general clerical functions as needed.

Performs related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

A Master's Degree in Social Work or related field, with two or more years of related management experience preferred. A bachelors degree in Social Work or related field with five or more years of program management experience, preferably within or closely related to a County system will be considered. Position requires Social Worker Certification/License or equivalent and must possess a valid Wisconsin Driver's license. Program and personnel supervision experience preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.

Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as budgets, court documents, reports, records, policy manuals, statutes, program manuals, procedures and non-routine correspondence.

Ability to communicate orally and in writing with the Director, all program staff, outside agencies and committees, law enforcement agencies, medical, mental health and school personnel, advocates, attorneys, judges, placement facilities, Home Health and Personal Care agencies, Veterans agency, clients, client advocates and the public.

Mathematical Ability

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.

Judgment and Situational Reasoning Ability

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

Physical Requirements

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, and/or materials used in performing essential functions.

Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as typing.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under conditions that requires exposure to environmental factors such as disease or violence. This exposure may cause some discomfort and presents a risk of injury.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Washburn 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.

Updated: 02/2024