



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: **Comprehensive Community Services Supervisor**

LOCATION: Human Services – Behavioral Health
Oshkosh

HIRING RANGE: \$77,990 - \$86,656

STATUS: Full Time

HOURS PER WEEK: 40

WORK HOURS: 8 am – 4:30 pm

APPLICATION DEADLINE: **Recruitment will be ongoing**

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *September 2017*

POSITION TITLE: **CCS Supervisor**

DEPARTMENT: Human Services – Behavioral Health Services

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Provides overall program direction, leadership, and management to Community Support Program (“CSP”), Comprehensive Community Services (“CCS”) and targeted case management team staff in providing comprehensive psychiatric rehabilitation services to adults diagnosed with a severe and persistent mental illness.

ESSENTIAL FUNCTIONS:

1. Provides overall direction and clinical leadership of professional and paraprofessional staff comprising the state certified CSP, state certified CCS, and the Behavioral Health Targeted Case Management (“BHTCM”) program.
2. Receives all incoming referrals to the teams, conducts functional screens to determine program eligibility, assigns lead workers for eligible consumers, and follows up on workers’ progress completing required in-depth evaluations and other case-required responsibilities. Ensures timely screenings of team referrals and timely case assignment for consumers found eligible.
3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

ADDITIONAL ESSENTIAL DUTIES:

1. Provides all of the group, side by side, and individual supervision for the CSP, CCS, and BHTCM professional and paraprofessional staff as required by state program certification guidelines, including established of regular “team” meetings for each program.
2. Hires staff in conjunction with the Division Manager, provides initial and ongoing orientation and training for staff regarding treatment and service philosophies and principles, and evaluates staff performance on an ongoing basis. Ensures all staff meet the requirements of their respective position.
3. Provides supervision to staff in contracted CBRF’s providing Psychosocial Rehabilitation Services to adult CCS consumers, as required by CCS certification guidelines.
4. Maintains records to assure compliance with federal, state, county and department policies and regulations, including state-certified CSP requirements to ensure that 50% of service contacts are provided in a community setting with proper documentation of such contacts.
5. Provides fiscal oversight of program costs to include authorizations committing county funds for payment of care in residential and institutional settings for team consumers.
6. Represents the teams within the County Department of Human Services, with other community agencies, programs, and professionals to interpret CSP, CCS and BHTCM philosophies and services.
7. Consults with health, social, vocational, and other types of agencies to maintain a positive relationship with both the agencies and the general public.
8. Addresses and resolves conflict and manages stress in a professional manner, including actively engaging in professional and personal activities which help mitigate the impact of secondary traumatic stress.
9. Applies Trauma Informed Care principles and practices, with a strong commitment to fostering a positive, healthy work culture.
10. Ensures compliance with DHS 63, DHS 36, and DHS 92 Standards and related Medicaid rules, as well as all other federal, state, and county mandates, codes, regulations, and policies pertaining to your team’s services.

11. Ensures that the full range of required treatment services are provided including rehabilitative and support services to include an emphasis on consumer self- direction and recovery.
12. Ensures that consumer confidentiality is maintained at all times.
13. Ensures that evaluation and auditing of the CSP, CCS, and team programs are conducted in accordance to established standards.
14. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Division Manager – Behavioral Health.
2. Supervises Case Manager – CSP, Case Manager – Team Services, Peer Support Specialist, and AODA Counselor - CCS.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Master's Degree in Social Work, Community Counseling, Psychology, Nursing, or related human services field.
2. Meet requirements for Licensure in the state of Wisconsin as a Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor (LPC), or Licensed Marriage and Family Therapist (LMFT).
3. Meet requirements established in DHS 63.06 (2)(c) for at least 3000 hours of supervised clinical experience in a practice where the majority of clients are adults with severe and persistent mental illness or 1500 hours in CSP.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrates ability to communicate effectively at all levels.
2. Possess strong written and oral skills, excellent organizational skills, and strong leadership skills and problem solving skills
3. Ability to implement decisions and programs in a timely manner
4. Ability to tolerate and maintain focus/concentration with frequent interruptions and perform multiple tasks and functions over a period of time that extends from minutes to hours and frequently weeks at a time.
5. Demonstrated ability to manage funds.
6. Demonstrated ability to supervise professional and paraprofessional staff.
7. Considerable knowledge of mental health laws and related legal procedures.
8. Demonstrated ability to work effectively with other professionals, patient service providers and resources, consumers and their families and the public.
9. Knowledge and experience working with networked and integrated computer systems and comfort working in those environments.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position in a normal office setting.
2. Ability to access 2nd floors in private homes, for purpose of providing services to and taking applications from disabled or homebound consumers and attend/provide field supervision in a wide variety of settings in the community. Ability to perform most work from a sedentary position, sit for extended periods of time, frequently stand and walk.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.

4. Ability to travel to other County departments and locations.