



**Winnebago County**  
*The Wave of the Future*

## **JOB POSTING**

**POSITION TITLE:** Deputy Division Manager – Behavioral Health  
**LOCATION:** Human Services – Behavioral Health Services  
**HIRING RANGE:** \$85,789 - \$95,321/Yr.  
**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](#).*

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## **WINNEBAGO COUNTY POSITION DESCRIPTION December 2024**

**POSITION TITLE:** Deputy Division Manager – Behavioral Health  
**DEPARTMENT:** Human Services – Behavioral Health Services  
**PAY BASIS:** Salaried

### **PURPOSE AND SUMMARY:**

Ensures effective, efficient, appropriate, and satisfying treatment services are provided to eligible behavioral health services consumers. Provides overall direction and supervision for the community based mental health and substance use disorder services. Ensure services are provided within the bounds of various Federal and State laws, regulatory codes and various professional ethical standards remaining responsive to community need.

### **ESSENTIAL FUNCTIONS:**

1. Provides overall clinical direction and oversight to behavioral health treatment programs through various forms of utilization review and quality assurance activities. Develops procedures to systematize any changes to clinical operation based on findings.
2. Ensures operated services are in full compliance with DHS 34, DHS 35, DHS 36, DHS 61, DHS 62, DHS 63, DHS 75, DHS 94 and all other applicable administrative codes and laws.
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, listen to them, and provides professional guidance. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Provides back-up clinical and case management response in the absence of behavioral staff or their supervisors in responding to crisis situations.
2. Ensures Health Insurance Portability and Accountability Act (HIPAA) compliance and manages certified Electronic Healthcare Record systems.
3. Assumes lead responsibility for program evaluation of the clinic's various treatment programs via the on-going collection, evaluation, and reporting of treatment outcome and service satisfaction data for these programs
4. Assists Behavioral Health Division Manager in overall program administration including, recruitment, hiring and training of division staff.
5. Develops policies and procedures necessary to promote overall system management.
6. Oversees clinical services and supervision provision.
7. Resolves complaints and grievances timely in accordance with state statutes.
8. Develops and monitors the division's five-year strategic plan.
9. 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.
10. Applies Trauma Informed Care principles and practices, with a strong commitment to fostering a positive, healthy work culture.
11. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Division Manager – Behavioral Health.
2. Supervises Staff Psychiatrist, Advanced Practice Nurse Prescriber, Clinical Supervisor, and SUD Supervisor.
3. Works with all behavioral health supervisors in understanding and implementing the clinical aspects of their specific treatment programs.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Master's Degree in Social Work, Psychology, Human Services or related field.
2. 2 years administrative, supervisory, or management experience preferred.

3. Licensed or certified in the field of mental health and clinical substance abuse certification for supervision and clinical oversight purposes.
4. Possess current valid driver's license and access to a vehicle to perform required work duties.
5. Must provide evidence of meeting or exceeding the minimum automobile liability insurance requirements contained in the Winnebago County Travel Ordinance.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of principles and practices of effective evidenced based mental health and substance use treatment programs and services.
2. Knowledge of the application and effectiveness of a variety of behavioral health treatment modalities utilized in a comprehensive community-based prevention and treatment system.
3. Ability to provide appropriate clinical supervision and direction for licensed and certified personnel.
4. Ability to effectively represent the Behavioral Health Department in contracts with the public, community organizations, and other governmental agencies.
5. Strong written and verbal communication skills including listening skills.
6. Computer skills including facility with Microsoft Office applications and ability to learn and use case management and electronic health record software.
7. Working knowledge and understanding of Trauma Informed Care preferred.
8. Ability to effectively address and resolve conflict and to manage stress in a professional manner.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position, sit for extended periods of time, frequently stand and walk.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.