

RESOLUTION #FY2018-10

Approval of Position Description for the Board Staff Position of Director of Community Programs

September 25, 2017

Whereas the Board approved the revised table of organization to include the position Director of Community Programs, and

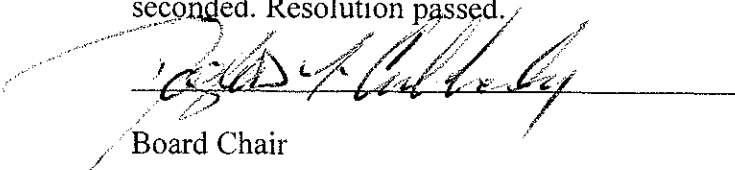
Whereas the Board needs a position description for the Director of Community Programs and the Executive Director is requesting approval of the attached position description, and

Whereas, the position will replace the Associate Director position and is a full time, unclassified position that will report to the Executive Director, and

Therefore, be it resolved that the Board approves the new position description of the Board staff position of Director of Community Programs, which is attached to this resolution.

Board Members	Yes	No	Absent	Abstain
Allen Baer	X			
Cary Wise	X			
Corey Speweik	X			
Erin Hachtel	X			
Jennifer Cumming	X			
Jessica Clements	X			
Leanne Eby	X			
Marc Jensen	X			
Patrick Wise			X	
Randy Rothenbuhler			X	
Stan Korducki	X			
Sue Moore	X			
Tom Kiger	X			
Doug Cubberley	X			

This resolution is adopted by the majority of the Board. Marc Jensen motioned and Erin Hachtel seconded. Resolution passed.


Board Chair

9/27/17
Date

WOOD COUNTY ADAMHS BOARD *An Equal Opportunity Employer*

POSITION DESCRIPTION

Office/Agency:	Wood County ADAMHS Board	Employee Name:	
Class Title: Director for Community Programs	Position Title: Director of Community Programs		
	61611C	Travel Required:	
Class Number:			
Dept./Div.:	Civil Service Status:		Unclassified
Unit:	Employment Status:		Full-time
Reports To: Executive Director	FLSA Status:		Exempt
Pos. # of Supvr.:	Pay:		\$50,440-\$80,000

QUALIFICATIONS:

Completion of at least a Master's Degree in an appropriate discipline, such as social work, counseling or psychology.

Hold an independent license to practice in the state of Ohio, such as LPCC, LISW, or Psychologist.,

Have at least five years of direct clinical service experience in provision of professional, clinical behavioral health services.

Have at least two years of clinical supervisory experience.

Have at least two years of administrative experience. with, clinical supervision of behavioral health clinicians.

Excellence in written and oral communication, including public speaking.

Knowledge of:

Mental illness and substance abuse disorders, across the lifespan.

Evidence based and best practices programs and services for prevention, intervention, treatment and recovery services, including service outcomes measures.

Trauma and trauma informed care.

The Recovery Oriented System of Care model and practices.

Best practices in suicide prevention and treatment.

Building, maintaining and providing leadership for relevant community coalitions and task forces.

Board goals, Community Plan, Strategic Plan and objectives.

Relevant federal and state law related to behavioral health practice.

Effective public relations

Local, regional and state community resources and services.

Supervisory principles and practices.

Strategic planning and project planning and management.

Grant writing

Skill in: computer operation; use of modern office equipment.

Ability to: deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; prepare and deliver speeches and presentations; respond to routine inquiries from public and/or officials; communicate effectively (written and orally); train or instruct others; gather, collate, and classify information; collaborate with co-workers and community partners on large,

often long-term collaborative projects; develop and maintain effective working relationships with community stakeholders and providers; Maintain involvement with Local and State initiatives.

LISCENSURE OR CERTIFICATION REQUIREMENTS:

Independent license for treatment and supervision in mental health and substance abuse field: LISW, Psychologist, or LPCC.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, telephone, calculator, copier, fax machine, printer, projector and modern office equipment

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIIONS:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Adequately manage critical clinical services when Board involvement is necessary
2. Expand and improve needs assessment activities and analysis
3. Assist in writing of community plans and grants
4. Represent the Executive Director as assigned
5. Assume responsibilities of Executive Director in his/her absence, as assigned

SPECIFIC JOB RESPONSIBILITIES

1. Provide oversight for emergency and crisis services

- a. Provides supervision and problem-solving in problematic situations regarding hospitalization and emergency/crisis response. This may include situations requiring alternative hospital placements, transportation issues and discharge planning problems, as needed. The position will intervene if necessary to gather relevant information, provide analysis and recommendations for effective and efficient management of the emergency services for the system of care.
- b. Assist in establishment, maintenance and improvement of contractual arrangements and processes concerning: quality assurance, client complaints and grievances, appropriate psychiatric hospitalization, housing placements, detox services, hotline calls, and other emergency and crisis situations. This will involve developing communication with psychiatric hospitals under contract by the Board, while complying with the principles of Recovery, especially of dignity and respect for the individual.

- c. Assist in promoting stakeholder collaboration and problem-solving of complaints as needed. Stakeholder relations will also include the entire criminal justice system (judges/courts, probation departments, attorneys, law enforcement). Individual will chair the Board's Hospital Utilization Management team meetings. Will work closely with the Board's Hospital Liaison and Criminal Justice Coordination services.
- d. Evaluation of emergency services, hotlines, helplines and Health Officer training is expected.

Requires independent license in Ohio for clinical treatment and supervision. Position requires prior experience with emergency services and understanding of Ohio laws regarding inpatient and outpatient commitment. Experience in working with the criminal justice system. Knowledge of relevant evidence based practices for severely and persistently mental illness, as well as other mental health and substance use disorders. Experience in basic service/program evaluation.

2. Assist in leadership for planning system-wide performance improvement

- a. Clinical quality improvement analysis and recommendations to Executive Director, including enhancement of services and implementation of evidence based services, implementation and evaluation planning to promote quality improvement for public/community education, prevention, treatment and recovery services, across the lifespan. Plan for implementation of trauma informed care throughout the system of care.
- b. Keeping up-to-date on best practices and evidence based practices for mental illness and drug abuse treatment
- c. Participating on the relevant clinical treatment and recovery committees convened by the Ohio Association of County Behavioral Health Authorities
- d. Research client and system needs, provide best practice, cost-effective solutions, work with necessary stakeholders, grant writing and coordination of grant proposals as appropriate
- e. Requirements: Successful experience with program planning and implementation, research experience, program and project planning, grant and proposal writing, evaluation of proposals for funding to the Board, development and leadership of effective project teams, good stakeholder/partner relationships, experience as an independently licensed treatment provider and supervisor, knowledge of human development, experience and knowledge of cost-effective and collaborative services across the lifespan

3. Provide leadership to develop and enhance cross systems collaboration

- a. Development and leadership of community collaborations to promote collaborative high quality, evidence based services, including partners from Physical Health Care, Education, Criminal justice, State and local government, clients, families, advocates, housing developers, local businesses, Board of Developmental Disabilities and others.
- b. Training and event planning as required.
- c. Making presentations to the stakeholders listed above and other community groups, including philanthropic and faith based organizations

4. Maintain excellent working relations with Board staff, contract agencies and other stakeholders

- a. Collaboration with Board staff, other directors, management and elected officials
- b. Timely and accurate communication with the Executive Director
- c. Excellent communication skills – written and verbal

Other Duties include:

1. Provide leadership for the Wood County mental health and substance abuse system of care and other county stakeholders to become aware of the effects of trauma and to promote and enhance trauma

informed care and practice. This will include active participation in coalitions, committees, and arranging for education and training. Assist in seeking funding and other resources to achieve this goal.

2. To promote adoption of the Recovery Oriented System of Care in Wood County.
3. Achieve the goals of the Board's annual Community Plan and the Board's Strategic Plan.
4. Provide consultation and assistance in resolving client complaints and grievances.
5. Promotion of evidence based and best practices.
6. Represent the Executive Director when needed or directed.
7. Assist in writing community plans and grant proposals.
8. Assist in public relations activities including providing input into PR materials and public speaking.