

WOOD COUNTY ADAMHS BOARD

An Equal Opportunity Employer

POSITION DESCRIPTION

Office/Agency:	Wood County ADAMHS Board	Employee Name:	
Class Title:	Criminal Justice and Special Projects Manager	Position Title:	Criminal Justice and Special Projects Manager
Class Number:	61611C	Travel Required:	
Dept./Div.:		Civil Service Status:	Unclassified
Unit:		Employment Status:	Full-time
Reports To:	Executive Director	FLSA Status:	Exempt-Professional
Pos. # of Supvr.:		Pay:	\$60,000-\$90,000
QUALIFICATIONS: An example of acceptable qualifications:			
<p>Completion of Master's Degree in an appropriate discipline, with experience in behavioral health care, clinical supervision, administration, or professional administration, and experience in the alcohol, drug addiction, or mental health field.</p> <p>Knowledge of: mental illness and substance abuse, best practices for prevention, treatment and recovery services; board goals and objectives; relevant state laws and/or regulations; public relations; community resources and services; employee and clinical training and development; supervisory principles and practices; project management; service outcomes; criminal justice procedures, law enforcement and probate courts as they relate to persons in recovery.</p> <p>Skill in: computer operation; use of modern office equipment.</p> <p>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; train or instruct others; gather, collate, and classify information; maintain records according to established procedures; develop and oversee a systematic approach for collecting data for hospital admissions under Medicaid expansion; collaborate with co-workers on group projects; answer routine telephone inquiries; develop and maintain effective working relationships with community and providers; maintain involvement with Local and State initiatives.</p>			
LISCENSURE OR CERTIFICATION REQUIREMENTS:			
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:			

The employee is exposed to, must negotiate, use or work with or in the vicinity of: General office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers, and work with the general public.

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:

- Direct or manage critical clinical services when Board involvement is necessary
- Determine necessary expansion of needs assessment activities and analyses
- Oversee writing and management of local, state and federal grants
- Coordinate with statewide criminal justice initiatives to enhance the Wood County system of care.

The successful individual will have earned at least a master's degree and hold an active license to practice independently and provide clinical supervision in psychology, social work or counseling. Will have clinical supervisory experience and experience in program planning, implementation and evaluation.

1. Provide oversight for criminal justice and court related services.

- a. Provides supervision and problem-solving in problematic situations regarding law enforcement, criminal justice or court-related services. This may include situations requiring alternative hospital placements, transportation issues and reentry 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 criminal justice services for the system of care
- b. Assistance in establishment and maintenance of contractual arrangements and processes concerning: quality assurance, appropriate psychiatric hospitalization, housing placements, detox services, and other criminal justice and court-related situations. This will involve developing communication with psychiatric hospitals under contract by the Board as well as courts and law enforcement agencies, while complying with the principles of Recovery, especially of dignity and respect for the individual
- c. Assistance 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). Will work closely with the Board's Criminal Justice Coordination services
- d. Develop and maintain data collection processes surrounding law enforcement, criminal justice, and court related programs to enhance availability of data for grant applications
- e. Represent the Board and its criminal justice initiatives in the community and across the state
- f. Develop, manage and maintain electronic and print resources for providers, families, stakeholders and clients interacting with criminal justice programs and behavioral health
- g. Evaluate and report on gaps in services and best practices related to criminal justice and the courts
- h. Arrange, schedule and manage trainings for the community to promote current evidence-based practices

- 2. **Grant writing and management**
 - a. Identify appropriate grant opportunities that fit the Wood County system of care
 - b. Oversee grant writing efforts by the Board, in collaboration with contract providers.
 - c. Work with Board staff and community providers to develop and collect necessary data for program evaluation
 - d. Provide technical assistance to sub-grantees to ensure program goals are being met
- 3. **Provide 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 relates to law enforcement, criminal justice and the court system.
 - c. Participating on the relevant clinical treatment and recovery committees associated with 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
- 4. **Excellent working relations with Board staff, Contract agencies and other stakeholders**
 - a. Collaboration with other Directors
 - b. Timely and accurate communication with the Executive Director
 - c. Excellent communication skills – written and verbal

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other job-related duties as necessary and/or as assigned; Demonstrates regular and predictable attendance; Performs the essential functions of the Executive Director, in the Executive Director’s absence.

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Approval of Appointing Authority:		Date:
Employee Signature:		Date: