

**MENOMINEE COUNTY/TOWN OF MENOMINEE  
POSITION DESCRIPTION**

<b>Position Title: Clinical/Behavioral Health Manager</b>	<b>Department: Human Services</b>	<b>Division/Section: Clinical/Behavioral Health</b>
<b>Classification: Full-Time, Salary, Exempt</b>	<b>Salary: \$83,824.00 - \$90,729</b>	<b>Supervisor: Executive Director</b>
<b>Supervision Exercised: Clinical/Behavioral Unit Staff Contracted Clinical Staff Telehealth Services</b>	<b>Posting Date:</b>	<b>Deadline Date to Apply:</b>  5/11/2026
<b>Position Summary:</b> Clinical/Behavioral Health Manager is responsible for providing leadership, direction, and management of the programs, operations, and personnel of the Clinical/Behavioral unit, to individuals developmentally disabled, chronically mentally ill, or individuals with substance abuse and/or mental health needs.		

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Administer and oversee Mental Health, Substance Abuse, and Adult Protective Services and Guardianship programs ensuring compliance with Administration Codes, rules, regulations, and policies; and ensuring that quality services are integrated, accessible, and efficiently delivered.
- The position will oversee and administer the Community Support Program (CSP), including serving as clinical coordinator as directed
  - **Must be able to obtain a Clinical Coordinator certification/approval by the Wisconsin Department of Health Services/Division of Quality Assurance under Wisconsin statutes DHS 63.06(2)(c)**
- Assist in the design and implementation of a Comprehensive Community Services program and work to develop the Coordinated Service Teams (CST) and other ‘wraparound’ initiatives.
- Assist with the provision of emergency services and crisis intervention, including establishing and monitoring appropriate staff arrangements to ensure a 24-hour crisis response team and mobile crisis team, serve as a consultant; including developing written procedures and training for response to emergency calls; may be required to serve on the schedule when needed as a backup to meet crisis response.
- Monitor inpatient and outpatient utilization; develop and maintain written procedure and process for placement authorizations; maintain statistical data and work closely with the Operations Manager for monitoring and compliance
- Direct case management, assessment, planning, and monitoring for clients requiring Adult Protective and Guardianship services and for coordinating program services with other professionals, agencies, and providers
- Provide clinical supervision to staff and work closely with other clinical designated staff or contracted persons in carrying out clinical supervision and consultation with psychiatrists/psychologists/therapists regarding patient care
- May conduct mental health treatment services and psychotherapy and may maintain a small caseload
- Arrange for coordination of treatment and/or service delivery options and provision of a continuum of care across the boundaries of physical sites, services, and outside referral sources;
- Provide technical assistance, support, and direct service consultation in the interpretation of policies and regulations, and program requirements; resolve disputes/questions arising from the operation of the program
- Establish program priorities in addition to those mandated based on service needs, available resources, and funding, including establishing a procedure for waiting lists; Plan, develop, revise, or implement new programs/services to better meet the needs of clients and community
- Oversee 51.42 Board representations for court, provide written/oral reports, testimony and perform any other court-related duties as necessary and required
- Perform/Conduct quality assurance of program service areas; conduct evaluations/unit assessments to identify barriers to productivity and growth in all program areas; include strategies for performance improvement.
- Identify revenue sources and monitor anticipated revenues and expenditures, understand funding sources, rules, and requirements; responsible for expenditures, revenues, and contracts. Recommend budget changes.
- Assist with grant proposals and reports for submission to enhance services as well as monitor and work with State and local agencies to promote mental health, substance abuse, and long-term care initiatives.
- Assist with monitoring and evaluating cooperative agreements, and contracts and ensure services meet compliance standards; Oversee, monitor, and evaluate contracted providers
- Maintain and implement Grievance Procedures; address issues from the public, clients, agencies, and state; ensure appropriate follow-up to ensure resolution of matters; serve as Client Rights Specialist

- Maintain and implement Affirmative Action plans and Civil Rights; ensure the prohibition against unlawful discrimination; Implement and monitor compliance with MCHHSD policies and procedures and other state/federal laws. Working closely with the Operations Manager for monitoring and compliance
- Serve as backup for assigned staff and/or as directed.
- Other duties as assigned

**MINIMUM QUALIFICATIONS:**

- Master’s Degree in psychology, social work, rehabilitation, or related Human Services field from an accredited college or university; Psychologist, Licensed Marriage and Family Therapist; Licensed Professional Counselor or Licensed Clinical Social Worker
- At least three (3) years of clinical experience and/or experience working with an individual with substance abuse, preferred
- At least 3000 supervised hours in which a majority of clients are adults with a chronic mental illness or 1500 hours of supervised clinical experience in a Community Support Program, preferred

**NECESSARY KNOWLEDGE/SKILLS/ABILITIES:**

- **Time Management/Communication:** Preparing numerical, assessment, and/or narrative management reports and/or client records/files. Oral, and written communication and making presentations to groups and individuals. Establishing and maintaining effective working relationships with supervisors, county managers, provider organizations, program participants, representatives of other governmental agencies, unit personnel, and other professionals in the field.
- **Physical Demands:** Ability to lift 30 pounds, stand, bend, sit, kneel, reach, and stoop. Frequently climb flights of stairs; sit for several consecutive hours
- **Working Conditions:** Operate/drive a car; requires manual dexterity sufficient to operate standard office equipment. No limitations that would impair or restrict the ability to hear and understand communication or to communicate with others, to comprehend oral or written instructions, and to read manuals, forms, and other documentation. No limitations that would impair or restrict the ability to make visual observations, i.e. nonverbal cues, possible hostile/confrontational situations, discriminate different shades of color.
- **Other:** This position description is an illustration of the duties and responsibilities of this position and is not intended to be all-inclusive. Management reserves the right to add or remove duties and to assign other duties as necessary. This job description does not constitute an employment contract.

**BENEFITS:** To see a summary of Menominee County’s benefits, visit Menominee County’s website at [www.co.menominee.wi.us](http://www.co.menominee.wi.us) and click on the “Career Opportunities” tab appearing in the left margin of the home page.

**APPLICATION PROCESS:**

A complete application includes:

- Menominee County Employment Application available in the Administrative Coordinator Assistant’s Office or online at [www.co.menominee.wi.us](http://www.co.menominee.wi.us) under the “Career Opportunities” tab appearing in the left margin of the home page);
- Current resume;
- Copy of college transcripts (official "stamped" copies due before the start date if offered the position);
- Copy of valid Wisconsin Driver’s license.

Applications that are incomplete or do not include the information described above will be screened out and will not proceed to the interview stage.

Please submit all required information in person to the Administrative Coordinator Assistant’s office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse  
Attn: Human Resources  
P.O. Box 279  
Keshena, WI 54135

Please call 715-799-3024 if you have any questions or need assistance.

*Menominee 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 encourage both prospective employees and incumbents to discuss potential accommodations with the employer.*