

**MENOMINEE COUNTY, WISCONSIN
MENOMINEE COUNTY HUMAN SERVICES DEPARTMENT
POSITION VACANCY**



Position Title: Intervention Services Supervisor	Department: Human Services	Division/Section: Behavioral Health
Classification: Full-time; Exempt/Salaried	Wage: Certified Social Worker \$38,750-\$45,843.20 MSW Certified Social Worker \$39,790.40-\$47,091.20	Supervisor: Clinical Behavioral Health Manager
Supervision Exercised: Assigned staff consisting of Behavioral Health and Adult Service Case workers, and Specialists	Posting Date: Wednesday 2/19/20	Deadline Date to Apply: Open until filled
Position Summary: Under the direction of the Behavioral Health Manager, the Intervention Services Supervisor is responsible for providing supervision and coordination over the operations, services, and personnel involved in outreach and court services. Duties include supervising and participating in the processing of emergency/inpatient court services and guardianship reviews; coordinating case management activities between court personnel, corporation counsel, law enforcement, inpatient or medical facilities and other professionals; and assisting the Behavioral Health Manager implement new procedures or protocols in case management or intake activities.		

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides direct emergency crisis services for clients when on call. Takes crisis calls, provides face-to-face interventions, and assists with the assessment of agency intakes services and short- term counseling services.
- Coordinates, monitors, and authorizes inpatient, stabilization, crisis respite, diversion placements, and Chapter 51, 55, and 880 court orders. Provides case management for these services and makes decisions concerning outcomes and client treatment/service plans based upon clinical assessment, discussions with other professionals and resources available. Creates and oversees crisis plans. Processes all mental health and AODA court services including emergency detentions, commitments, protective services, placements and guardianships. Assist in budgeting process for assigned programs; responsible for expenditures, revenues, and contracts.
- Assigns duties to staff, approves interventions and services provided, and advises staff regarding appropriate protocols, procedures and follow up needed with clients. Monitors staff activities, documentation and procedures to assure compliance with agency policies and procedures. Resolve staff complaints, grievances, utilizing appropriate procedures. Responsible for completion and implementation of the on-call schedule. Completes annual performance evaluations on assigned staff. Conduct disciplinary actions as necessary.
- Provides Program oversight and staff supervision for assigned programs; implement all aspects of required standards and delivery of services for all assigned programs, grants, and state and/or federal contracts
- Oversee representations for court; provide written/oral reports, testimony and other court-related work.
- Required to assume case management responsibility for assigned cases and in the absence of staff.
- Oversee supervisory responsibility for other program supervisors in their absence, including but not limited to CSP, CST, CCS, B-3, CLTS, Juvenile Justice, and child protective services. Serve as backup staff as needed.
- Provides information about services, program, and resources (public and private); Explain roles and responsibilities, costs, and consumer's rights.
- Establishes, leads and maintains the I-Team (Elder Abuse)
- Ensure audit compliance and prevent any disallowed funding, assist with on-site audits, preparing findings and corrective action.

Menominee County Human Services Department

Intervention Services Supervisor (Rev. 03FEB2020)

- Promotes, evaluates, and facilitates consumer involvement in planning services, including implementing satisfaction surveys to assess the perception of the effectiveness of the service.
- Assist and implement assigned areas of the Emergency Government Plan for the Agency.
- Promotes public awareness and education.
- Participate in regular or assigned meetings, task forces, and teleconferences, as directed
- Attend professional development activities as agreed to by the behavioral health manager and director.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Requires BS/BA in Psychology, Social Work, Human Services, Guidance & Counseling or related field. A Master's degree in Social Work with Social Work Certification or a Master's degree in a human service related field is preferred.
- Requires three (3) years of directly related work experience in the delivery and coordination of emergency/inpatient, adult protective, and court services. Three (3) years of supervisory experience desired. Three or more years working with adults, elderly, physically or developmentally disabled, or in the service delivery of human services which provides the required knowledge, skills and abilities for this position.
- Possession of a valid Wisconsin driver's license and access to an owned, insured vehicle and provided evidence of meeting such requirement on a continual basis, must have a good driving record
- Must possess and maintain a personal cellular or home telephone.
- Availability to work unscheduled hours, including evening and weekend hours, as workload and agency operations dictate; serve on a rotation on-call crisis supervisor response team. On-Call experience required.
- Proof of any education, training or experience will be requested.

KNOWLEDGE, SKILLS AND ABILITIES:

- Preparing numerical, assessment and/or narrative management reports and/or client records/files.
- Oral, 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.
- Delegating, supervising, coordinating and monitoring the activities of program staff.
- Providing case management, assessment, planning and monitoring for clients requiring services and for coordinating interventions and services with other professionals, agencies and providers.
- Monitoring and implementing interventions in accordance with laws, rules and department policies and procedures.
- Collaborating with and coordinating programs services with other managers both within the County and other outside agencies to coordinate services and resources in better meeting the needs of clients.
- Understanding of Human Services Programs and court systems
Drive in and out of County to carry out responsibilities and to attend training/meetings and some overnight stays.

PHYSICAL DEMANDS: To perform and function in situations encountered in a normal office setting. No physical limitations that would impair mobility or restrict ability to lift and carry a minimum of 30 pounds; sit down/get up or bend/stoop; frequently climb flights of stairs; sit for a number of consecutive hours; concentrate on precise and critical information; operate/drive a car; requires manual dexterity sufficient to operate standard office equipment.

No limitations that would impair or restrict 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 ability to make visual observations, i.e. nonverbal cues, possible hostile/confrontational situations, discriminate different shades of color

MENTAL DEMANDS:

Must be able to analyze many variables and choose the most effective course of action for the organization at any given point in time. Personal maturity is an important attribute. Must be able to resolve problems, and make effective decisions under pressure. Must have a long attention span in order to listen to people, perceive the real problems and bring issues to a successful conclusion. Must relate and interact with people at all levels. Must be culturally sensitive. Stressful factors include the on-going intensity of involvement with clients, personnel issues, and the provision of services in a sometimes unfavorable and difficult environment; a varied schedule, handling complaints/grievances, frequent travel, and travel in inclement weather.

PERSONAL CHARACTERISTICS:

Appearance should be pleasing, poised, and well groomed; attitudes toward people should demonstrate warmth of personality, patience, respect, sensitivity to feelings & ideas; a willingness to give and sustain help; dependable, reliable, flexible, integrity, insight, imagination, and creativity.

AUTHORITY:

THIS POSITION DESCRIPTION IS AN ILLUSTRATION OF THE DUTIES AND RESPONSIBILITIES OF THIS POSITION AND IS NOT INTENDED TO BE ALL-INCLUSIVE.

EXECUTIVE DIRECTOR AND/OR BOARD RESERVES THE RIGHT TO ADD OR REMOVE DUTIES AND TO ASSIGN OTHER DUTIES AS NECESSARY.

BENEFITS: To see a summary of Menominee County's benefits, visit Menominee County's website at www.co.menominee.wi.us and click on the "Career Opportunities" tab appearing in the left margin of the home page.

BACKGROUND CHECK REQUIREMENT: A thorough background check will be conducted as part of the hiring process to determine whether the circumstances of any conviction or pending charge may be related to the job being filled and a drug test is required prior to hiring. Confidentiality is mandatory in all aspects of the job.

APPLICATION PROCESS: A complete application includes:

- Signed and completed Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at www.co.menominee.wi.us);
- Current resume;
- Two professional letters of reference and one personal letter of reference;
- Copy of official college transcripts (official "stamped" copies due prior to start date if offered the position); and
- Copy of valid Wisconsin Driver's License and proof of vehicle insurance.

Applications that are not signed, that are incomplete, or that 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.