

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

<b>Position Title: Clinical Supervisor / CSP Director</b>	<b>Department: Human Services</b>	<b>Division/Section: Clinical / Behavioral Health Services</b>
<b>Classification: Exempt</b>	<b>Salary: Non -Cert \$47,777.60-\$51,708.80 Cert \$53,643.20-\$59,217.60</b>	<b>Supervisor: Clinical Behavioral Health Manager</b>
<b>Supervision Exercised: Yes</b>	<b>Posting Date: September 25, 2023</b>	<b>Deadline Date to Apply: October 2, 2023</b>
<b>Position Summary:</b> This is a supervisory position responsible for, but are not limited to direct supervision of targeted case management, crisis services, outpatient mental health services, Adult Protective Services (APS), guardianships and coordinating case management activities between court personnel, corporation counsel, law enforcement, inpatient or medical facilities and other professionals. This position will serve as the Community Support Program (CSP) Coordinator.		

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Administer assigned programs ensuring compliance, confidentiality, release of information, client satisfaction, interpreting, and applying pertinent statutes and administrative rules; ensuring that quality services are integrated, accessible, and efficiently delivered; provide technical assistance/support and evaluate program effectiveness.
- Ensure compliance with DHS 34 to ensure that emergency mental health services will be available that are appropriate to the clients. Coordinates, monitors, and authorizes inpatient, stabilization, crisis respite, diversion placements, and Chapter 51,55, and 880 court orders.
- Creates and oversees crisis plans, processes all mental health and AODA court services including court appearances, written/oral reports, emergency detentions, commitments, protective services, placements, and guardianships in collaboration with other professionals and resources available.
- Ensure completion of any statistical and narrative reports to required specifications and within specified time frames.
- Establishes, leads, and maintains the I-Team (Elder Abuse)
- Develop and ensure procedures to notify applicants and/or guardians of the general nature and purpose of the program, regulations governing client conduct, hours during which services are available, service costs, if any, discharge procedures, and notification of clients' rights as provided under HFS 94.
- Directly provide CSP, Crisis Case Management and Targeted Case Management services to mentally ill individuals; provide direct service consultation and carry a caseload
- Assess community and consumer needs and develop or modify programs as appropriate including written policies and procedures, identifying new or underutilized programs, funding, resources, negotiating and monitoring purchase of service contracts working closely with the Clinical Behavioral Program Manager.
- Coordinate and ensure emergency services and crisis intervention, including developing written procedures and training in maintaining a 24-hour crisis response system and a mobile crisis team; serve as a consultant and will be required to serve as backup to meet crisis response and participate as a mobile crisis team member as directed.
- Ensure that all staff monitor and provide or coordinate treatment services, which shall include but are not limited to assessment, care and treatment planning, crisis intervention services; symptom management, supportive psychotherapy; psychiatric and psychological services; rehabilitation services, and social and recreational skill training.
- Ensure that provision of prescription medication administration, monitoring and documentation is provided to clients, including assessing and documenting client's symptoms and behavior
- Hold staffing with staff and Clinical Behavioral Program Manager to discuss client status, review case records, assess staff performance, and provide consultation for individual cases
- Provide leadership and exercise supervisory responsibility, including timecards, orientation, staff development, performance evaluation, recognition, and disciplinary actions as necessary.

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- Ensure and evaluate audit compliance and prevent any disallowed funding, includes aiding during on-site audits, preparing findings, and corrective action.
- Determine and review any potential reimbursement by third-party payers when applicable. Ensure that financial, cost-share, or uniform fee plans are implemented
- Maintain and implement Grievance Procedures; address issues; assure appropriate follow-up to ensure resolution.
- Serve as a backup in absence of the Behavioral Health Program Manager and other staff
- Other duties as assigned

### **MINIMUM QUALIFICATIONS:**

- Master's Degree from an accredited university/college with a concentration in Human Service related course work or have met required program requirements per Administrative Code/Rules
- Supervised clinical experience of 3,000 hours in a practice where the majority of clients are adults with chronic mental illness or 1500 hours of supervised clinical experience in a Community Support Program.
- Specific experience in service provision to identified target groups and supervisory experience preferred
- Experience as a clinical coordinator with respect to a community support program is preferred.
- Must be available to respond to crisis and outreach at various locations countywide and work evening hours and weekends to participate on the crisis mobile team and to work flexible hours as needed to support programs and complete tasks
- Proof of any education, training, or experience is required. Verification of clinical hours.

A person not meeting any one of the minimum qualifications listed above will not be considered for an interview.

### **NECESSARY KNOWLEDGE/SKILLS/ABILITIES:**

- **Reports/Records:** Develop and maintain efficient, timely, and accurate completion of required records, reports, and other necessary paperwork within specified time frames according to statutory rules, regulations, court duties as required, other controls affecting the agency, and present reports verbally and/or written, as requested.
- **Physical Demands:** Ability to lift up to 25 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, comprehend oral or written instructions and 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, discrimination against 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);
- Copy of College Transcripts (official "stamped" copies due prior to starting date if offered the position);
- Copy of current resume
- Copy of valid Wisconsin Driver's license.

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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.*