



Winnebago County  
*The Wave of the Future*

## **JOB POSTING**

**POSITION TITLE:** Youth Mental Health Supervisor

**LOCATION:** Neenah

**HIRING RANGE:** \$77,990 – 86,656/Yr.

**STATUS:** Full time

**HOURS PER WEEK:** 40

**WORK HOURS:** 8 am – 4:30 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## **WINNEBAGO COUNTY POSITION DESCRIPTION September 2017**

**POSITION TITLE:** Youth Mental Health Supervisor – Family Therapy Team

**DEPARTMENT:** Human Services – Behavioral Health Services

**PAY BASIS:** Salaried

### **PURPOSE AND SUMMARY:**

Provides supervision and program leadership to a team which provides family therapy services.

### **ESSENTIAL FUNCTIONS:**

1. Provides administrative and clinical supervision of the work of the Family Therapy Team.
2. Facilitates communication and collaborations with the Family Therapy Team and other teams within the Department of Human Services to ensure that all parties understand roles, responsibilities, and procedures for efficient and effective coordination of services for consumers served by various teams within the Department. Also acts as a

representative of the Department to outside agencies in ensuring the understanding of the roles, responsibilities and procedures of members of the Family Therapy Team when working with shared consumers.

3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Provides leadership to Family Therapy Team staff in the development, integration, and improvement of programming for youth and families.
2. Drafts policies and procedures for the operation of the team for consideration by the Department.
3. Assists the Division Manager in preparation of the annual budget for needs related to youth mental health and substance abuse services.
4. Provides information to the general public, Human Services Board, County Board, media, and others regarding goals and objectives of the team.
5. Oversees the coordination of an outcome evaluation of the team.
6. Assess and determine eligibility through the State functional screen referrals from the Child Welfare Division for Comprehensive Community Services, CSS, program for the purpose of recuperating revenue from Medical Assistance for those consumers eligible for the program.
7. Participates in continuing education activities to enhance supervisory and clinical skill development and to keep current on new theory and practice to maintain relevant licensure.
8. Addresses and resolves conflict and manages stress in a professional manner, including actively engaging in professional and personal activities which help mitigate the impact of secondary traumatic stress.
9. Applies Trauma Informed Care principles and practices, with a strong commitment to fostering a positive, healthy work culture.
10. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Division Manager – Behavioral Health.
2. Supervises Family Services Therapist, Intensive In-Home Therapist, Intensive In-Home Case Specialist, and Youth CCS Case Specialist.
3. Works professionally and in a collaborative manner with other Department personnel and with community resources.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. A Master's degree in social work, psychology, or counseling.
2. Licensed as a Wisconsin Licensed Clinical Social Worker, Professional Counselor, or Marriage and Family Therapist.
3. Requires qualification under Wisconsin Caregiver Law, Wisconsin Act 27.

4. Knowledge of a county's child welfare system and the impact the expectations of that system have on the delivery of therapy services to like consumers of both child welfare and behavioral health systems.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of laws, regulations, and practices pertaining to Federal, State, and County public social services programs.
2. Knowledge of family systems and the application of systems thinking in the change process in working with families.
3. Ability to communicate effectively and professionally both verbally and in writing, and to possess good organizational skills and follow through.
4. Ability to provide supervision of staff in a clear, empathetic, yet decisive manner.
5. Working knowledge and understanding of Trauma Informed Care, preferred.
6. Ability to effectively address and resolve conflict and to manage stress in a professional manner.
7. Computer skills including facility with Microsoft Office applications and ability to learn and use software.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to freely move in the community (such as through possession of a valid Wisconsin Driver's License, or other means) including access to a vehicle required.
3. Ability to access second floors in private homes for the purpose of assessment and service provision required.
4. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
5. Ability to travel to other County departments and locations.