

DIRECTOR OF BEHAVIORAL HEALTH SERVICES DIVISION

*The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer
We welcome applicants of any race, religion, or ancestry.*

For exact salary information please refer to the current salary schedule, County website.

Definition:

Under executive direction, to plan, organize, direct, manage, and supervise the County of Siskiyou Behavioral Health Programs, ~~to serve as including the Substance Use Disorder Department Alcohol and Drug Program Administrator~~; to represent Behavioral Health Division programs and services with the public, community organizations, and other government agencies; and to do related work as required.

Reports To:

Human Services Agency Director

Classifications Supervised:

BH Deputy Director, AOD Administrator, Quality Assurance Manager, Project Coordinator, MHSA Coordinator, Executive Secretary of Clinical Services, and other staff as assigned.

Classifications Supervised:

This is a Division Director position with general responsibility for the planning, organizing, budgeting, directing, managing and supervising of county Behavioral Health and ~~Alcohol and Drug~~ substance use disorder programs, staff and functions, and exercising independent judgment for directing the treatment provided to clients, according to ethical and legal standards.

Essential Job Functions:

- Plans, organizes, directs, coordinates, and administers the county Behavioral Health Division, including Alcohol and Drug Abuse/Substance Use Disorder Services.
- Develops, recommends, and implements department goals, objectives, and policies.
- Represents the department with government agencies, community organizations, and other county departments.
- Prepares and administers department budgets.
- Controls fiscal expenditures and revenues.
- Pursues funding sources for new programs and assists in preparing grant applications.
- Oversees the development and management of various outpatient, outreach, inpatient, day

treatment, and domestic violence programs.

- Ensures the proper development of case management services and prevention programs for department clients.
- Administers provider contracts and initiates/monitors contracts necessary for division operations.
- Oversees quality assurance programs and ensures compliance with all relevant laws and confidentiality regulations.
- Compiles data, prepares reports, and maintains records for planning purposes and third-party reimbursement documentation.
- Hires, supervises, evaluates, and trains department staff in accordance with county personnel rules.
- Recommends disciplinary actions as needed.
- Provides consultation and advice regarding complex case problems to clinical, professional, and support staff.
- Responds to public concerns, inquiries, and requests for information.
- Provides mental health information to the public, community organizations, and other county staff.
- Serves as staff to Behavioral Health and Alcohol and Drug Advisory Boards.
- Represents the county on boards, commissions, committees, associations, and task forces at the state and local levels.
- Coordinates behavioral health and alcohol/drug activities with other county departments.
- Consults with other departments and agencies on program development, mutual client services, and problem resolution.

Knowledge of:

- Behavioral health problems and issues and their relationship to the development and delivery of mental health and alcohol and drug programs and services.
- Principles and practices of mental health, psychiatric, and alcohol and drug abuse assessments, evaluations, and client treatment.
- Local, statewide, and national behavioral and mental health delivery systems.
- Federal, state, and local laws and regulations applicable to mental health and alcohol and drug programs and services.
- Principles, techniques, and practices of effective mental health and alcohol and drug program development and administration.
- Budget development and expenditure control.
- Public personnel management principles and techniques of effective employee supervision, training, development, and evaluation.
- Community needs and resources Available community resources: principles and methods of management necessary to plan, analyze, develop, evaluate, and direct the complex activities of a mental health division.
- Applicable Federal, State, County, Department, and Division laws, regulations, policies, and procedures.
- Principles and practices of contract administration, personnel management, budget preparation, and program management.
- Issues of diverse cultures and how they influence practices and program development.
- Principles of supervision, training, education, and team building.
- Grant preparation, administration and oversight.

Desired Skills:

- Plan, organize, supervise, and administer the functions and programs of the county Behavioral Health Division.
- Interpret and apply County policies, procedures, ~~rules~~rules, and regulations.
- ~~E~~nsure proper enforcement of mental health and alcohol and drug program statutes, laws, and regulations.
- Provide direction, supervision, and training for department staff. Use independent judgment and discretion in supervising various programs.
- Develop and administer budgets and control expenditures.
- Plan and implement a managed care system.
- Direct the preparation and prepare clear, concise reports.
- Effectively represent the Behavioral Health Department in ~~contacts~~contact with the public, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Supervise, train, and evaluate assigned personnel.
- Establish goals & objectives and follow through to their attainment.
- Organize and prioritize various projects and multiple tasks effectively and on time; organize work, set priorities, and meet critical time deadlines.
- Establish and maintain effective working relationships with those contacted during the work.
- Monitor quality standards.
- Assemble and analyze information and prepare written reports, plans, and records clearly and concisely.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines in politically sensitive situations.
- Maintain high personal standards of ethics and integrity.

Typical Qualifications:

Any combination of training or experience that would provide the knowledge and skills to successfully perform the listed duties is qualifying.

A typical way, but not required, to obtain the required knowledge and skills would be:

Education equivalent to completion of a Bachelor's degree in Psychology/Sociology, Public or Business administration, applied social science, personnel or a related field; ~~Masters~~Master's degree preferred but not required.

AND

-Must be licensed as a LMFT, LPC, LCSW, or Clinical Psychologist, or possess a Master's in Public or Business Administration.

And/or one of the below, or a combination of experience of both:

Minimum of (5) years of progressively responsible management and/or administrative position

SPEC1651

And/or a combination of

Minimum of five (5) years of progressively responsible Supervisory/management and administrative experience in the Public/Mental Health field

Special Requirements:

Possession of a valid and appropriate driver's license.

Typical Physical Requirements:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

Typical Working Conditions:

Work is performed in an office environment; ~~continuous contact with other staff and the public. Work may involved stressful situation,~~ with continuous contact with other staff and the public. It may involve stressful situations and include dealing with erratic and sometimes threatening behavior.

