



**TODD COUNTY**  
invites applications for the position of:

## **Behavioral Health Supervisor**

**SALARY:** \$29.68 - \$37.60 Hourly

**OPENING DATE:** 01/07/19

**CLOSING DATE:** 01/21/19 04:30 PM

### **PURPOSE OF POSITION:**

Plans, implements, and supervises a group of services and staff within the Health Services Unit under the direction of the Unit Manager. This Supervisor role includes supervising department staff and programs, providing budgetary and financial monitoring for a group of services, and collaborating and coordinating programs with County and community resources and partners. Assist the Unit Manager to develop and refine goals and guidelines for established priorities to assure programs are implemented to meet the needs of the public.

The incumbent serves as professional staff support to the Unit Manager and HHS Division Director and other bodies as requested. Works collaboratively with various county staff, and with county advisory boards, external committees and organizations, and community members to evaluate policies and procedures, identify and implement improvements based on best practices and educate stakeholders on procedures, policies and recommendations.

### **Basic Performance Expectations of all Todd County Staff**

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Has strong communication and interpersonal skills, is honest, fair and dependable.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Communicates effectively with the Department/Division leader and keeps management apprised of important matters ongoing in the department
- Respect all colleagues, co-workers, board members and the public and lead those around you to do the same.
- This position requires regular and timely attendance in accordance with the department schedule.
- Performs other duties as assigned or apparent.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Position Specific Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned.** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

### **Provides Stable and Consistent Health Services Unit Leadership**

- Remains positively visible in the County Community with the consent and support of the Unit Manager by:
  - o Attending meetings of other governmental units or groups on an as needed basis.
  - o Presenting to interested boards, committees or groups as requested on issues of unit interest.
  - o Implementing a unit public relations plan in cooperation with the Unit Manager.
  - o Making clear and requiring standards of public relations and decorum amongst unit staff.
- Support the values of the County Board and the H&HS Division, ensure staff is aware of those values, and ensure that decisions are made in accordance with those values.
  - o Encourage and demand innovation in the practice area of the Unit.
  - o Grow the knowledge base of the Unit and Division and the County through individual and staff development.
  - o Encourage staff, board members and community members to engage in education in areas of unit interest.
  - o Accept, encourage and engage with individuals and groups who have diverse points of view.
  - o Participate with state wide leadership groups and professionally represent the County.

### **Provides Professional Support to the Unit Manager & HHS Director**

- Recommend to the Unit Manager and Director on policy issues related to Health and Human Services by preparing analysis as requested, and collaborating with unit staff to provide holistic analysis.
- In collaboration with Unit staff, prepare education and informative materials for public distribution, support the Unit Manager in execution of the Division's public relations plan.
- Support the County's values and support the Director's expectations by ensuring clarity of direction to staff, and participating in performance management of Unit staff.

### **Professionally Supervises the Work of the Health Services Unit**

- As assigned by the Unit Manager, coordinate daily office operations and programs related to Health Services Unit functions; supports and sustains a culture of excellent customer service; recommends structure and staffing models to improve customer service and achieve Unit goals; recommends and implements practices, applications and projects to support the achievement of Unit strategies, initiatives and projects, ensuring the achievement of short term and long term goals.

- Makes recommendations to Unit Manager and Director related to the hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of employees supervised.
- Makes recommendations to Unit Manager and Director related to the direction of the work of employees supervised.
- Makes recommendations to Unit Manager and Director regarding adjustment of other employees' workplace grievances on behalf of the County.
- In conjunction with the Unit Manager implement policy initiatives to improve customer service, support systems for promoting healthy development and prevent potential downward movement of clients, facilitating the greatest level of achievement and avoiding the need for long term assistance as much as possible.
- Coordinate with Unit Manager, HHS Director and Human Resources Department related to participation in interviews, hiring and disciplinary issues.
- Set work schedules and approve/deny leave requests to ensure adequate unit coverage.
- Ensures overall department compliance with county safety requirements.

### **Serves as Technical Expert on Programs Related to Health Services**

- The incumbent will serve as the technical expert in the Unit on Health Services program areas as assigned, such as adult and children's mental health, community support, substance use disorders, adult protection, guardianship, money management and case management.
- Ensure all staff that work directly with health service's clients are informed of changes in program requirements.
- Ensure that all audit requirements of health services programs are met, and inform the Unit Manager and H&HS Director of instances where audit requirements will not be met due to lack of resources, error or incompatibility with the County's goals.
- Oversee the technical aspects of the work of all staff working in the areas of technical expertise, cooperate and coordinate with the appropriate Unit Manager to ensure that the performance of staff assigned to other Units is effective as well as technically correct.
- As technical expert, the incumbent is expected to perform periodic review of assigned clients across all units to ensure that the maximum and appropriate resources are being brought to bear for clients.
- In cooperation with the Unit Manager and Director, review and recommend legal actions as necessary.

### **Maximizes the Efficiency of Services and Supports Staff Accountability**

- Support established mechanisms to ensure staff are performing in the most efficient method possible, including tracking planned travel, client visits and training.
- Manage and oversee staff case load levels and assist with cases as necessary.
- Ensure staff are accountable to outcomes identified by the Unit Manager, Director, administration and the County Board.
- Implement and monitor methods to ensure staff are accurately reporting their activities.
- Review the performance of the programs and staff assigned, in comparison to other counties, and historical data to establish goals in cooperation with the Unit Manager and Director.
- Implement protocol to ensure that the Unit is providing the appropriate level of resources at the appropriate time.
- Coordinate and cooperate with the Administrative Services Unit Manager to ensure maximization of outside revenue sources.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED:**

Bachelor's degree with coursework in social work, sociology, psychology, or related field and four years working as a social worker, or equivalent combination of education and experience.

Merit system qualified.

Valid driver's license in the State of Minnesota.

Must pass criminal background check.

**Preferred Qualifications**

Five years or more experience within related technical/functional work area including leadership assignments.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of federal and state structures, rules, laws and policies governing health and human services programs.
- Thorough knowledge of agency operations, policies and procedures.
- Thorough knowledge of community resources and functions of health and human services programs and related services.
- Knowledge of quality assurance and improvement.
- Knowledge of grant processes including applications, contracting, implementation, reporting and evaluation.
- Ability to work cooperatively with staff from all HHS units and other county departments.
- Ability to represent Todd County professionally with other community partners and governmental agencies.
- Thorough knowledge of the multiple complex computer systems staff must access.
- Thorough knowledge of human behavior.
- Knowledge of sources of financial support.
- Thorough knowledge of the functions of other agencies providing social services and financial assistance.
- Thorough knowledge of social and economic problems and of the basic principles of foster care, child and adult protection criteria, and a general understanding of mental and physical illnesses.
- Effective leadership skills including team leadership experience, coaching and development skills, personal and interpersonal skills, project management and decision making skills.
- Skill in communicating, in written and verbal form, with a culturally diverse clientele.
- Ability to deal effectively with clients or members of the public who are under stress or distraught.
- Ability to supervise and direct the work of others.
- Ability to demonstrate a customer service orientation.

**Physical Requirements**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work

occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to the risk of electrical shock and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.co.todd.mn.us/>

Position #90D  
BEHAVIORAL HEALTH SUPERVISOR  
SO

215 1st Ave S, Suite 300  
Long Prairie, MN 56347  
320-732-6155

[HR@co.todd.mn.us](mailto:HR@co.todd.mn.us)

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### **Behavioral Health Supervisor Supplemental Questionnaire**

- \* 1. What is your level of experience as a social worker?
  - I have 6+ years experience as a social worker
  - I have 4-6 years experience
  - I have some experience but under 4 years experience
  - I have no experience as a social worker
- \* 2. Do you have a Bachelor's degree or higher with coursework in social work, sociology, psychology, or a related field?
  - I have a Doctorate with coursework as described.
  - I have a Master's degree with coursework as described.
  - I have a Bachelor's degree with coursework as described.
  - I do not have a college degree but have some higher education with the coursework as described
  - I do not have the appropriate level of education required for this position.
- \* 3. How many years of experience do you have working as a supervisor?
  - 4+ years
  - 2-4 years
  - Up to 2 years
  - None
- \* 4. To successfully apply for this position, you must complete a Todd County application AND a MN Merit application. Instructions to complete the Merit application - Behavior Health Supervisor Go to: <https://www.governmentjobs.com/careers/mnmeritsystem> 1. If you have never applied in NeoGov, you will need to set up an account. To do so, click on "Sign In" (on the top of the page) and then on "Create an Account." Complete the required information and submit. You will get an e-mail confirming your user ID and password. 2. Go back to the link above. 3. Go to Social Services Supervisor – Todd County (job # 111-77) - complete and submit an application. If you have any changes to your application, such as updating your availability, please notify the Merit System directly at 651-31-3030.
  - I have already applied on Merit.
  - I will apply on Merit site.
  - I do not understand how to apply to Merit but will call 651-431-3030 for assistance.
- \* 5. Do you have a valid driver's license?

Yes No

\* 6. Can you perform all of the physical requirements of the position?

 Yes No

\* 7. If you claimed Veteran's Preference above, do you have your DD214 to include as an attachment to this application?

 Yes- Qualified Disabled Veteran (10% or higher disability rating) Yes- Qualified Vet or Spouse of Deceased Vet No

\* Required Question