

Hanover County Government - Community Services Board

Division Director - Behavioral Health & Wellness

Annual Salary - \$84,977.00 - \$105,000.00

Job Type – Full Time

General Description: This is an executive level professional position. The incumbent is a division director and performs difficult and complex tasks to ensure the overall management, administration and improvement of agency programs including, but may not be limited to, Crisis and Acute Care, Child and Adolescent Services, Adult Services, Medical Services, and Prevention/Wellness Services. The incumbent is also responsible for serving as a member of both the Management and Leadership Teams and providing support and expertise to all aspects of the agency's operations.

Organization: The Division Director - Behavioral Health and Wellness reports to the Executive Director of the Community Services Board. The incumbent provides leadership within the organization and directly supervises professional staff, including Program Coordinators and Psychiatrists, and indirectly supervises all employees within the division.

Essential Functions:

- Provides leadership and expertise within mental health, substance use disorders and prevention/wellness services while supporting all aspects of the agency's operations.
- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Provides organizational leadership and direction based on the mission, goals and objectives of the Board.
- Manages the development and implementation of all programs and activities within the division, including short- and long-term program assessment and planning.
- Ensures compliance with applicable accreditation standards, regulations, etc. and supports and promotes efforts within division related to quality improvement.
- Develops, administers and monitors program budgets and assures compliance with applicable rules and guidelines.
- Establishes effective relationships with County departments, external partners, and community groups.
- Assesses and monitors community needs and evaluates program outcomes.
- Oversees any relevant contracts.
- Prepares reports, administers grants, and makes presentations as needed.
- Participates in meetings, committees and agency events.
- Performs related tasks as assigned.

Knowledge, Skills and Abilities: Must have knowledge of and skills related to theories of mental health and substance use disorder diagnoses, and treatment approaches/modalities (additional knowledge of intellectual/developmental disabilities and community-based support services preferred). Knowledge of applicable Federal, State and Local guidelines, laws and regulations, including person-centered practice required. Demonstrated leadership skills in project management and the formulation of program goals and objectives and establishing a plan of action, required. Must be able to plan, manage and evaluate programs, including assessment, networking, marketing and budgeting. Must demonstrate the ability to work effectively in a leadership position, to work effectively while managing multiple goals and processes, and provide direct supervision and guidance to staff. Must be able to communicate effectively, both orally and in writing. Must be able to establish and maintain successful working relationships with other division directors, County staff, other government officials, community partners, private providers, and the public.

Education, Experience and Training: Master's degree in a related Human Services area (social work, psychology, rehabilitation, or health care/rehabilitation administration) required with at least six years of progressively responsible related experience including staff supervision, preferably with the provision and management of community-based services - OR - Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Virginia professional license (LPC/LCSW), or license eligible, required. Revision Date: May 2018

For a complete description and/or to apply for this position, please visit our career site at www.hanovercountyjobs.com. EOE/MFDV.