



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

**Position:** Comprehensive Community Services Director (CCS)  
**Location:** Lac Courte Oreilles Community Health Center  
**Salary Range:** Contracted position \$60,320.00 - \$74,880.00  
**Hours:** Monday – Friday 8:00am – 6:00pm (flexible)  
**Posting Date:** April 25, 2017  
**Closing Date:** May 8, 2017

**Description of Position:**

The CCS Director will work with the CCS Administrator, the Coordination Committee, and participate in Recovery Teams as the leader or help as needed. The CCS Director will complete intakes, provide clinical supervision and provide collaboration of the CCS services. The CCS Director will be in charge of the training, and consulting to the CCS staff, along with assigning/managing caseloads, overseeing records, file preparation and maintenance, preparing reports and related work as apparent or assigned.

**Qualifications:**

- Master's degree in Social Work, Psychology or related Social Services/Behavioral Science required.
- A minimum of 3 years earned licensure provided and approved by the State of Wisconsin is required.
- A minimum of 3 years in working with Native American families highly preferred.
- Independent Clinical Supervisor license for AODA services is highly preferred.
- Qualifications listed in HDS 36.10(2)(g) 1-8.
- Previous work experience in a certified Comprehensive Community Services program preferred.
- Experience in performing clinical supervisory, administrative and management duties, or equivalent combination of education and experience required.

- Thorough knowledge of the theory, principles, practices and techniques treatment and as an adolescent, adult and family substance abuse counselor.
- Thorough knowledge of crisis intervention, intake, screening and evaluation techniques.
- Thorough knowledge of casework methods, clinical and outpatient services.
- Ability to communicate ideas clearly and concisely, both orally and in writing.
- Knowledge of basic computer skills and the ability to learn the EMR system.
- Be able to establish and maintain effective working relationships with staff and the public.
- Must be able to pass pre-employment and random drug testing.
- Valid WI Driver's License
- Valid Vehicle Insurance
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA Regulations

### **Physical Requirements:**

This position requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle and reaching with hands and arms and occasionally requires walking, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; 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 exposure to outdoor weather conditions; and occasionally requires 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).

### **Major Duties and Responsibilities:**

1. Provide clinical supervision and consultation to CCS staff as required by the CCS ch DHS 36. This will include individual meetings, team meetings and side-by-side direct supervision; defined by rule, consultation and supervision will be documented by rule.
2. Serve as the CCS internal Mental Health Professional, providing clinical level reviews, assessment of services and ensure provider credentials to assist in and organize comprehensive services needed to meet the mental health and substance use requirements of CCS Consumers.
3. Help to coordinate training and orientation for staff and ongoing training for existing staff, ensuring all training is completed in the required timeframe, documented, and filed appropriately.
4. Verify all staff licensures and certifications are up to date, provided to the contracting entity and filed appropriately. This will occur in conjunction with the LCO-CHC HR department.
5. Oversee and participate in intake, assessment and service planning for participants in the CCS program. Safeguard appropriateness of services and interventions provided by way of authorization of service plan. Ensure timely documentation and filing of service plan.
6. Ensure all services performed by providers are monitored and documented in the case record according to policy. Ensure services are reviewed as required within each plan, review documented goal progress, and continued appropriateness of service delivery and adjustments as needed. The Director may act as the Mental Health Professional, partnering on teams with services administrators and substance abuse professionals.
7. Provide direct services to program participants as needed and schedule permits.

8. Coordinate with the CCS Coordination Committee and Quality Improvement Team to create a system to gather participant satisfaction data.
9. Ensure the maintenance of the agency's status as Medicaid provider.
10. Participate in research of additional billing sources including other third party insurance providers as billed and credentialed by the LCO-CHC.
11. Participate and represent the CCS Program in all mandatory CCS Coordination Committee Meetings, community meetings and meetings required to attend by your supervisor.
12. Participate on the Incident Command Team as assigned by management.
13. Reporting of Adverse Incidents.
14. Other duties as assigned by the Health Director.

### **Supervision and Guidance:**

The CCS Director will work under the direct supervision of the Assistant Health Director with oversight by the Health Director.

**\*Applicants for employment with the Health Center must submit with the application form additional documents including the following:**

**Letter of Interest**

**Resume**

**Credentials**

**Proof of any stated Qualifications (licenses)**

**Three (3) letters of recommendation**

**Academic transcripts**

### **Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Human Resources  
13380W Trepania Road  
Hayward, Wisconsin 54843  
(715) 638-5132  
(715) 634-6107 FAX

***The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.***

04/25/2017