

# **CHILDREN, YOUTH & FAMILIES (CYF) SERVICES MANAGER (MENTAL HEALTH SERVICES AND ALTERNATE CARE)**

## **DEFINITION**

Under general direction, manages and coordinates Dane County's mental health system for children and youth including performing crisis planning and resource development. Also, responsible for planning, oversight and evaluation of the County's alternate care system for children; will oversee the Children come First (CCF) managed care initiative; provide direct supervision to designated Social Work Supervisors and manage mental health and alternate care purchase of service contracts; and perform related work as required.

## **EXAMPLES OF DUTIES**

Meet regularly with designated Social Work Supervisors to provide consultation, implement programs and interpret policies; set performance standards, evaluate performance, identify training needs for staff; recommend personnel actions, including hiring, promotion, probationary decisions, discipline and the adjustment of grievances; manage the Children Come First initiative, including contracts and screening referrals and disenrollments; monitor alternate care budget including foster care, group homes and child care institutions; administer institutional diversion wraparound funds and other discretionary funding requests; oversee hospitalization of children and youth; develop and monitor the State mental health block grant plan; represent the Department on County and State mental health committees; and develop resources for community-based services.

## **EMPLOYMENT STANDARDS**

Education and Experience: Master's degree in social work or closely related human services field and a minimum of three years of professional work experience in providing services to children, youth and their families, preferably in the areas of mental health and alternate care.

Knowledge, Skills and Abilities: Knowledge of federal and state laws, policies and regulations pertaining to alternate care and youth mental health services; knowledge of budgeting practices; knowledge of supervisory techniques and methods; effective oral and written communication skills; ability to assess information and evaluate programs; ability to plan, develop and implement innovative programming and to work cooperatively with a diverse group of professional personnel from education, health care, juvenile justice and social service systems.