



Deputy Director

Department:	Mental Health	Job Status:	Full Time
FLSA Status:	Exempt	Reports To:	Executive Director
Grade/Level:	14E	Amount of Travel Required:	30%
Work Schedule:	8:30am - 4:30pm	Positions Supervised:	Compliance and Operations Manager Training Coordinator & Training Asst Oversight: IT Specialist; Grant Writer; Trauma Informed Coordinator; CPI Instructor; Peer Recovery Hub Kaizen & McHelp Platform/contract

POSITION SUMMARY

Under the supervision of the Executive Director, is responsible for the day-to-day operations and the general administration of the McHenry County Mental Health Board (MHB). Assumes a lead role in carrying out complex projects with specific responsibility for assisting in the execution of Strategic Plan initiatives and for oversight of Network compliance functions related to accreditation standards; licensing and regulatory compliance; and oversight of Independent Contract Agreements. In conjunction with the Executive Director, plans and manages the utilization of County funds as designated for services.

ESSENTIAL FUNCTIONS

Supervision and Management

- Carries out supervisory responsibility in accordance with MHB policies, procedures and applicable laws including: interviewing, hiring and training, planning assigning and directing work; appraising performance and competencies; recommending employee reward/disciplinary actions, and advises/evaluates MHB complaints, and problem resolution.
- With the Executive Director and Fiscal Operations Manager II, develops and monitors the MHB's fiscal budget and performance, recommending action to address variances.
- In conjunction with the Executive Director, drives both the Management and Team meeting agendas and outcomes.
- Leads and supports efforts to continually improve business practices and processes to efficiently utilize resources; articulate changes in organizational and business priorities to staff in ways which encourages action and support.
- Plans, allocates, and monitors time, people, equipment, and other resources for assigned teams to ensure efficient organization and completion of work
- Monitors the execution of policies, procedures, and accreditation standards for the MHB and Behavioral Health Network.
- Provides administrative oversight to County IT Systems Analyst (IGA), and Independent Contract Agreements (ICA) and professionals. Reviews and maintains all community support and service contracts related to independent contractors used by the MHB, maintaining monitoring and compliance standards. Develops contract and special conditions language for independent contractor agreements.
- Leads grant writing work via ICA to assist with building Network Provider capacity, MHB capital and special projects, and other strategic plan initiatives. Meets regularly with grant writer and monitors grant calendar for effective outcomes.

- Responsible for MHB Training oversight, and recommends education and training events for the Network, MHB staff, and Board of Directors, as appropriate. Ensures trainings are evidence-based.
- Along with management team and Board, conducts thorough evaluation of funding applications, ensuring eligibility and appropriateness of the request using rubric and documents appropriately in Foundant.
- Develops Annual Report with the assistance of Executive Director and Management Team.
- Acts as the senior officer in the absence of the Executive Director
- Serves as an additional Freedom of Information Act Officer
- Serves as a representative for the MHB by cultivating and maintaining positive relationships with Network Providers, governmental entities, and key stakeholders.
- Represents the MHB in designated Association activities as assigned by the Executive Director (e.g. ACMHAI, CBHA, and National Council for Mental Wellbeing)
- Participates on various Network taskforces: Continuum of Care to End Homelessness, Developmental Disabilities, Suicide Prevention, Substance Abuse Coalition, and others as requested by the Executive Director.
- Conducts special projects and prepares various special reports as required or requested.

Strategic Plan Management

- In conjunction with the Executive Director, provides planning, coordination, implementation, and administration of the MHB's 3-year plan (i.e. Strategic Plan) and maintains dashboard up to date quarterly.
- Build and manage community partnerships that directly and indirectly support mental health, substance use, intellectual/developmental disability services to move forward the MCMHB's strategic plan goals and objectives. In coordination with the Executive Director, serve as chair, co-chair, committee member, or liaison where appropriate
- Assist in identifying gaps in service, monitoring trends, gathering and monitoring data, and making recommendations for special project funding and special studies.
- Assists in MHB's Network disaster preparedness activities.
- Performs evaluation of the local behavioral health system and agencies, identifies problems/issues impacting individuals and services and provides solution-oriented recommendations.
- Participates in the Community Needs assessment process, and helps to develop immediate and long range recommendations to make to the MHB.
- In coordination with the Executive Director and Board, develop and implement strategic funding priorities based on community need and best practices. Priority focus to meet with providers and other stakeholders to develop programs and/or funding requests in alignment with the strategic plan or other gaps identified and directed by the Board.
- Leads and supports the new three-year/strategic planning efforts with the Executive Director and Board of Directors including on-going data and literature review, Town Hall analysis, stakeholder survey and analysis, Community Needs Assessment involvement with County and hospital/stakeholder partners for the identification of gaps in care in McHenry County along with recommendations for strategies and initiatives to prioritize service needs for the future.
- Performs other related duties as assigned.

POSITION QUALIFICATIONS

- Education: Minimum Master's Degree in Business Administration, Healthcare Administration, Behavioral Health, or related field required. Community Mental Health Board experience preferred.

SKILLS & ABILITIES

- Experience: Five years of experience in behavioral healthcare administration required.
- Knowledge: Principles, practices and theories of mental health/substance use disorder/developmental disabilities programs and health care delivery systems; standards of mental health and rehabilitative care; budgetary principles and practices; principles and practices of public funding and finance; administrative principles and practices, including goal setting and program budget development and implementation; strategic planning; administration of staff and activities, either directly or through subordinate supervision; applicable state, federal and local laws, rules and regulations.

Licenses: Must possess a valid driver's license and certificate of current auto insurance. Computer Skills: /intermediate Microsoft Office skills required

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	O (Occasiona((y)	10 (bs or (ess	O (Occasiona((y)
Wa(k	F (Frequent(y)	11-20 (bs	O (Occasiona((y)
Sit	F (Frequent(y)	21-50 (bs	O (Occasiona((y)
Hand(in9/Fin9erin9	F (Frequent(y)	51-100 (bs	N (Not App(icab(e)
Reach Outward	O (Occasiona((y)	Over 100 (bs	N (Not App(icab(e)
Reach Above Shou(der	O (Occasiona((y)	Push/Pull	
C(imb	N (Not App(icab(e)	12 (bs or (ess	O (Occasiona((y)
Craw(N (Not App(icab(e)	13-25 (bs	O (Occasiona((y)
Squat or Knee(O (Occasiona((y)	26-40 (bs	N (Not App(icab(e)
Bend	O (Occasiona((y)	41-100 (bs	N (Not App(icab(e)

N (Not Applicable) Activity is not app(icab(e to this occupationO

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 205+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (205 - 505+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (505+ hrs/day)

Other Physical Requirements

Vision (Near, Distance, Periphera(

WORK ENVIRONMENT: Office environmentO

The McHenry County Menta(Hea(th Board, in conjunction with the County of McHenry Human Resources Department, has reviewed this job description to ensure that essentia(functions and basic duties have been inc(udedO It is intended to provide 9uide(ines for job expectations and the emp(oyee's abi(ity to perform the position describedO It is not intended to be construed as an exhaustive list of a((functions, responsibi(ities, ski((s and abi(itiesO Additiona(functions and requirements may be assi9ned by supervisors as deemed appropriateO This document does not represent a contract of emp(oyment, and the Menta(Hea(th Board reserves the ri9ht to chan9e this job description and/or assi9n tasks for the emp(oyee to perform as may be deemed appropriateO