



## VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION

### HEALTH & HUMAN SERVICES ASSISTANT DIRECTOR

*EFFECTIVE DATE: 1/4/2016*

<b>DEPARTMENT:</b> Health & Human Services	<b>WORK LOCATION:</b> Village Hall	<b>FLSA STATUS:</b> Exempt	
<b>CLASS CODE:</b> 8175	<b>RANGE:</b> 23	<b>PENSION:</b> IMRF	<b>UNION:</b> N/A
<b>REPORTS TO:</b> Director of Health & Human Services	<b>LEVEL OF SUPERVISION RECEIVED:</b> General Supervision		<b>LICENSE/CERTIFICATES:</b> Current IL state license as a Clinical Psychologist required

**SUMMARY:**

Responsible for managing the day-to-day operation of the Department of Health and Human Services in compliance with all applicable regulations. Administrative oversight of the department, department activities, and department's psychology training program to ensure that there is adequate clinical and program supervision for all department staff. Participates in direct clinical service activities and coordinates the Employee Wellness Program (EWP).

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Administrative oversight of department and department activities to insure that adequate clinical and program supervision and requisite training is provided for all department staff. Leads Department Treatment & Crisis Response Team, oversees Wellness Committee and Employee Wellness Program.	Daily 35%
2.	Participates in direct service activities including, but not limited to: clinical supervision, clinical intakes, training program supervision, crisis response, community outreach, treating clients, and documenting service.	Daily 30%

3.	Administrative oversight of training program, including compliance with APPIC and other applicable standards.	Daily 30%
4.	Represents the department in collaboration/networking with other village departments and other agencies.	Weekly 5%
5.	Coordinates employee wellness program by collaborating with other departments in the Village to maintain and/or develop programs.	Monthly 20%
6.	Writes procedures and provides forms needed to insure consistent and effective documentation and delivery of service.	Quarterly 10%
7.	Assists the director in annual projects related to goal development and completion, budget preparation, and long-range planning.	Quarterly 10%
8.	Conducts performance evaluations of direct-report employees and participates in evaluations for other department employees.	Annual 5%
9.	Assumes administrative responsibility for the department in the director's absence or when so directed.	Annual 10%

<b>JOB NO.</b>	<b>OTHER RELATED DUTIES</b>
1.	Maintains and provides current information and referral regarding mental health care for residents, employees, and professionals.
2.	Serves as a member of various employee and community agency committees.
3.	Coordinates with the Director and Administrative Assistant in managing the department budget.
4.	Prepares monthly reports and correspondence as needed to carry out the administrative responsibilities of the position.
5.	Follows Village-wide and departmental safety rules and practices.
6.	Performs other duties, tasks, and responsibilities as assigned.

**SUPERVISORY RESPONSIBILITIES: (Select one – required)**

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (**List specific responsibilities below**)

**General Supervision**  
**Clinical Supervision**

**EDUCATION, EXPERIENCE AND COMPUTER SKILLS:**

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

**Education Level (Select one - required)**

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D or Psy.D.)

Degree or coursework should be in...

**Clinical Psychology**

**Experience Level (Select one - required)**

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

**Min. 5yrs. of mental health exp.**

**Additional Experience (Select as appropriate)**

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

**2yrs. as a clinical supervisor in a mental health setting**

**Enter number of years required here**

**Computer Skills (Select as appropriate)**

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

**Microsoft Office 2000 or higher**

**COMMUNICATION SKILLS:**

**English Language/Communication Skills (Select one)**

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

**Foreign Language Skills (Complete if applicable)**

- Fluency in foreign language skills is:
- A Plus
  - Preferred
  - Required
- Ability to speak and/or read, write and comprehend.

**Required Language:**

**REQUIRED COMPETENCIES:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

**Proficiency in:** Conducting therapy; Providing clinical and administrative supervision; Operating a personal computer, printer, scanner, typewriter, calculator, copy machine, telephone, fax machine and writing utensils.

**Working knowledge of:** IL Dept. of Human Services and the IL Dept. of Public Health; American Psychological Association Code of Ethics and other relevant codes of ethics as may apply; Educational strategies and techniques in community health education programs; Illinois Confidentiality Act; Illinois Abused and Neglected Children Reporting Act; Current documentation standards for community health services.

**Ability to:** Communicate effectively verbally and in writing; Follow verbal and written instructions; Respond to and interact with residents, employees and others within and outside the organization in a professional and effective manner; Establish successful working relationships with other employees, supervisors and other departments; Read, write, speak and comprehend the English language; Drive to community sites; Plan and organize complex projects involving personnel and community health programs; Compose and write reports.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

*(mark all 17 activities)*

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u>  X  </u>	_____
Walks	_____	_____	<u>  X  </u>	_____
Sits	_____	_____	<u>  X  </u>	_____
Uses fingers in a repetitive motion	_____	_____	_____	<u>  X  </u>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u>  X  </u>
Reaches with hands and arms above shoulder	<u>  X  </u>	_____	_____	_____
Climbs or balances	<u>  X  </u>	_____	_____	_____
Twists or turns	<u>  X  </u>	_____	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>  X  </u>	_____	_____
Pulls, pushes, or carries	_____	<u>  X  </u>	_____	_____
Talks or hears	_____	_____	_____	<u>  X  </u>
Tastes or smells	<u>  X  </u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	<u>  X  </u>	_____	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	<u>  X  </u>	_____	_____	_____
Lifts or move 10 to 20 pounds (light)	<u>  X  </u>	_____	_____	_____
Lifts or move 20 to 50 pounds (moderate)	<u>  X  </u>	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>  X  </u>	_____	_____	_____

**VISION DEMANDS:**

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

**Other Vision Demands (select if applicable)**

- Absence of color blindness
- Corrected vision of...
- Uncorrected vision of...

<b>20/20</b>
<b>Enter specific vision requirement here</b>

**WORK ENVIRONMENT:**


The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

<b>(mark all 15 conditions)</b> <u>Environmental Conditions</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moderate noise level (Raised voice levels)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

  
\_\_\_\_\_

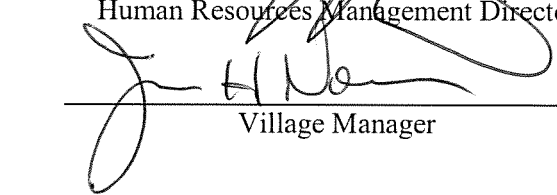
Department Director

Reviewed Approval:

  
\_\_\_\_\_

Human Resources Management Director

Approved:

  
\_\_\_\_\_

Village Manager

Effective Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_