



MORRISON COUNTY

JOB DESCRIPTION

Job Title: HHS Supervisor
Department: Health & Human Services
Classification: 15
Reports to: HHS Director
Supervises: Yes
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Telecommute: By exception
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position plans, implements, and supervises a group of services and staff who work with children, adults, and/or community partners under the direction of the Health and Human Services Director. This Supervisor role includes supervising department staff and programs, providing budgetary and financial monitoring for a group of services, and collaborating and coordinating programs with County and community partners. Works collaboratively with various county staff, state agencies, external committees and organizations, and community members to evaluate policies and procedures, identify and implement improvements based on best practices and educate stakeholders on procedures, policies and recommendations.

Communicates with:

Internally – All HHS staff.

Externally – State/county/city entities and public.

Supervision:

Unit Employees

Essential Work Functions:

- Manages, and directs staff to include prioritizing and assigning work; conducting performance evaluations, ensuring staff is trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations.
- Applying for, monitoring and reporting on grants that are administered by Federal, State and other agencies.
- Develops and monitors monthly services with team to ensure that vulnerable populations served are safe. Monitors purchased services that are being provided are relevant to the goals of the Agency and meet client needs.
- Coordinates with health plans, community partners and agencies, on services to clients within Morrison County and develops contracts that meet the needs of clients and adhere to Agency goals.
- Administers, develops, and implements programs which ensure compliance with federal or state laws or rules governing delivery of services.
- Ensures evidence and data required to complete documentation for court petitions, appeals, and dispositional review hearings is completed by applicable deadlines.
- Conducts regular case reviews for each program area to ensure program integrity.
- Prepares periodic reports which describe program effectiveness.
- Monitors program budgets and ensures that staff and providers do not overspend the overall County budget.

- Evaluate and implement program changes designed to improve client satisfaction, achieve the mission of the Agency, and maximize eligible revenues.
- Compiles client statistics for administration to maintain services and forecast staffing needs.
- Consults and supports staff(s) in their ongoing cases and work; gives guidance and direction as needed to support clients and programmatic needs.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires a four-year degree in business, liberal arts, history, social science, education, or general science area.
- Three (3) years of County experience required.
- RN -BSN-PHN For Nursing Supervisor only
- Ability to pass all position required background(s) and testing(s).
- Valid Driver's License

Knowledge, Skills, and Abilities Required:

- Strong understanding of the organization's goals and objectives.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Strong interpersonal and oral communication skills.
- Strong written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively supervise, and provide guidance for staff.
- Knowledge and skills in strategic planning.
- Demonstrate initiative and excellent problem-solving skills.
- Demonstrate an ability to effectively handle a wide variety of projects and problems in an effective and professional manner.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50% - 74%	75% or more
Office environment				X
Sitting, standing				X
Walking, reaching, pulling		X		
Typing/data entry				X
Talking, hearing				X
Close and distance vision		X		
Moderate (Up to 25 pounds of force)		X		
Challenging or threatening behaviors				X
Travel			X	
Hazardous materials		X		

Work with high detail/deadlines		X	
---------------------------------	--	---	--

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____