

Employer: Sedgwick County

Division: COMCARE

Job Title: Executive Director of COMCARE of Sedgwick County

Salary: \$0

Veterans' Preference is available for this vacancy.

To receive Veterans' Preference, you must supply a copy of your DD214 to the Human Resources department at Sedgwick County after applying.

Job Description:

Usual working days/hours: Monday - Friday, 8:00 a.m. to 5:00 p.m.

Location of work: 934 N. Water, Wichita KS and other community locations

Salary Range: \$83,467 - \$122,148 annually

Job Objectives:

Performs highly responsible administrative work in directing the COMCARE of Sedgwick County Division involving planning, organizing, and directing the Licensed Community Mental Health Center, including a substance abuse program and a regional community crisis center, interprets and applies policies, rules and regulations.

Essential Job Functions:

- Confers with Management Team to review operations, staff and program performance and to ensure quality; reviews and makes decisions regarding the operations for proper and effective use of resources. Plans, develops and evaluates a county wide program to meet the behavioral health and substance use disorder needs for individuals and as a part of a network of care in the community.
- Implements program changes in response to community needs assessment; works with other community organizations in updating and/or developing new services.
- Supervises business staff in the development and control of the budget, administrative procedures, and resolution of personnel problems.
- Illustrates department's function to the community through personal representation on several boards and executive committees.
- Confers with community and legislative groups seeking funding sources for programs.
- Confers with Advisory Boards; serves on committees and attends State and local meetings.
- Performs other related work as required.
- Knowledge of the principles and practices of mental health, and substance abuse.
- Knowledge of administering community facilities.

- Knowledge of Federal, State, and local laws, rules and regulations pertaining to mental health, and substance abuse. Ability to direct a program of mental health, and substance use disorders.
- Aligns the direction and services to meet the mission of COMCARE, and Sedgwick County.
- Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems.
- Supports and acts in accordance with final Commissioner and executive team decisions even when such decisions may not reflect one's own position.
- Ability to oversee preparation and management of departmental budget.
- Ability to make program determinations and policy decisions.
- Ability to establish and maintain effective working relationships with other employees, consumers, and the public.
- Ability to effectively work with various community, State and national groups.

Job Standards:

- Master's Degree from an accredited college or university in social work, psychology, business or public administration, or other related field.
- Ten years progressive management or executive leadership responsibility with five years' experience in a directly related field.
- State Behavioral Sciences Regulatory Board License in Clinical Social Work or Psychology preferred.

Testing/Screening Requested:

- Background checks including but not limited to KBI and DCF adult and child abuse registry.
- Motor vehicle screening.
- Pre-employment drug screen.

Equipment:

- Computer with Microsoft Office software.
- Complex electronic medical record software.
- Standard office machines.
- Cell phone.
- Basic office equipment.

Work Environment:

- Primarily office setting.
- Multiple offices in the Wichita area.
- Travel in Sedgwick County and long distances

Candidates would need to apply at: <https://www.hrepartners.com>