



Hampton-Newport News Community Services Board

Deputy Executive Director

Hampton Newport News Community Services Board is seeking qualified candidates for Deputy Executive Director.

The Deputy Executive Director provides clinical and administrative leadership of community-based services for the Hampton-Newport News Community Services Board; oversees delivery of community-based services for residents who experience mental illness, intellectual developmental disability and substance use disorder; provides leadership for service development, planning, implementation and evaluation, as well as workforce development; directly supervises senior division directors managing the delivery of evidence-based services, administrative services and manager of the Executive Office; accountable for ensuring quality services which meet state and federal requirements and which are provided in a fiscally and clinically sound manner; person centered and culturally diverse. Performs related work as required.

Related Duties:

- Under the policy and administrative direction of the Executive Director of the Hampton-Newport News Community services Board (H-NNCSB) is responsible for the planning, supervision and coordination of mental health, intellectual developmental disability and substance use disorder services/programs in the Hampton-Newport News area.
- Establishes goals, objectives and priorities for the program areas and evaluates the programs' effectiveness in meeting them;
- Provides oversight of clinical service delivery at the systems level. Provides direct supervision and guidance to the program directors managing the delivery of evidence-based services;
- Ensures a continuum of services for persons of all ages in need of the specialized services of the H-NNCSB;
- Ensures that programs comply with Federal, State and City laws and regulations;
- In the director's absence represents him on the Executive Leadership Team and Management Team;
- Plans services in the context of the overall human services system, ensures development and implementation of public-private partnerships to meet the needs of the citizens for mental health, intellectual developmental disability and substance use disorder services and oversees contractual services;
- Collaborates with the Executive Director and Senior Director of Financial Services in the development of the agency's budget and contributes vital data and expertise regarding critical needs, funding strategies and opportunities;
- Works in concert with the Human Resources Director to examine and anticipate workforce needs;
- Evaluates the effectiveness of service components and develops and revises services, policies and procedures in response to the needs of clients and family members;
- Represents and acts for the Executive Director in contacts with the public, H-NNCSB governing board, City Managers of Hampton and Newport News, Federal, State and local groups/officials and private sector organizations.

Qualifications:

Master's degree in behavioral health or related field and extensive experience in leading a public or private human service organization including experience reporting to a governing board.

Knowledge, Skills and Abilities:

- Extensive working knowledge of mental health, intellectual and developmental, and substance use principles and services.
- Must have ability to effectively network and communicate with State and Local level government officials and administrators.
- Extensive knowledge of the principles and practices of human services administration, business administration, or government program administration, human resources management, information technology including analytics and electronic health record security, and financial management, including budgeting, resource allocation, monitoring, and auditing.
- Extensive knowledge of Virginia IDD Waiver, services for individuals with SMI, child and adolescent SED, SUD, and Prevention services.
- Knowledge of and management experience of a large psychiatric practice to include outpatient, inpatient, and crisis services.
- Knowledge of Virginia State Statues regarding roles and responsibilities of DBHDS and CSBs, Behavioral Health, IDD, SUD, and Emergency Services.

- Knowledge of concepts of recovery, empowerment, self-determination, or person-centered, planning as they relate to mental health, developmental, or substance use services.
- Ability to develop and maintain effective working relationships with subordinates, co-workers, City officials, public and private sector organizations, community groups and the public.
- Ability to develop and implement departmental goals and objectives, and effectively coordinate and implement departmental changes.
- Familiarity with forensic and correctional-based behavioral health service delivery systems.
- Knowledge of Virginia DBHDS Licensure requirements, Virginia Medicaid and Magellan rules and regulations.
- Ability to routinely work with Federal, State and Local elected officials.
- Knowledge and understanding of Information Technology requirements for a large behavioral health care organization to include analytics, EHR, security, and compliance and communications.
- Knowledge of the principles and practices of public administration (including personnel, budgeting, accounting, and management analysis) and the ability to apply them in overseeing a variety of mental health, intellectual developmental disability and substance use disorder services.
- Ability to communicate clearly and concisely, orally and in writing

TO APPLY: Please visit our website at www.hnncsb.org for information on services provided by the H-NNCSB. The application and a completed job description are available at www.hnncsb.appone.com. Applicants are asked to submit a completed H-NNCSB employment application including salary information and a detailed resume. The salary for this position is commensurate with knowledge and experience. The H-NNCSB provides an attractive benefits package. Please contact Kimberly Thompson, HR Director with questions regarding this position at 757-788-0301. ***Priority consideration will be given to applications received by February 9, 2018.***

Human Resources
Hampton-Newport News Community Services Board
300 Medical Drive, Hampton, VA 23666
757-788-0301
Equal Opportunity Employer and Drug-Free Workplace