



EXECUTIVE DIRECTOR OF MENTAL HEALTH SUPPORT SERVICES (MHSS)

Chesterfield County, Virginia (Richmond-Metro Area) is seeking a dynamic and highly-qualified professional to serve as the Executive Director for Mental Health Support Services (MHSS). The MHSS Department provides community-based services for individuals with mental illnesses, substance use disorders or developmental disabilities. MHSS has an operating budget of \$43 million and employs 633 full and part-time staff. The Executive Director is directly accountable and responsible to the Chesterfield Community Services Board (CCSB) and provides overall leadership and professional direction for all of its programs, services and administrative operations. The Executive Director is employed by Chesterfield County and is evaluated jointly by the CCSB and the Deputy County Administrator for Human Services annually. The successful incumbent will fulfill the following duties and responsibilities:

Board Governance

- Participate with the Board in developing and communicating the CCSB's vision and mission statements and help the CCSB articulate its own role and accountabilities
- Work with the Board Chairperson and Executive Committee to enable the CCSB, its committees and individual Board members to fulfill the CCSB's governance functions
- Meet with the CCSB at its regularly scheduled and special meetings and provide Board members with regular reports about CCSB programs and services
- Prepare a written annual fiscal year report of services provided, individuals who received services, and revenues and expenses for CCSB approval
- Develop a yearly work plan including goals and objectives for programs and services and administration for the approval of the CCSB
- Provide training and development activities for the CCSB to include orientation of new members and a Board member handbook containing essential information about the CCSB
- Serve as the chief staff person for the CCSB and its members

Leadership, Management, and Services Development and Delivery

- Develop, monitor and evaluate strategic and operational plans for the delivery of CCSB programs and services; and make recommendations to the CCSB
- Implement a continuous quality improvement process throughout CCSB programs and services to promote delivery of high-quality services and to manage and ameliorate risks
- Provide reports to the CCSB that track program performance and outcomes and monitor ongoing programs and services for proper administration and effective use of resources
- Direct the modification or development of programs and services in response to identified needs and priorities established by the CCSB
- Ensure MHSS policies, procedures and licensing are current and consistent with state and federal codes, laws and regulations and consistent with the MHSS vision and mission statement and goals and objectives
- Maintain positive working relationships with MHSS customers, advocacy groups and other public and private human services agencies
- Serve as chief liaison with elected and appointed state and local government officials
- Participate in local, regional, state and national associations and serve on various community teams and boards to ensure collaboration and coordination on behalf of individuals receiving services and their families

Financial Resources Management

- Prepare and present the annual operating budget for the provision of mental health, developmental and substance abuse disorder services to the CCSB and local and state governments
- Provide financial, budgetary and programmatic reports to the CCSB, local and state governments, and other funding sources to support fiscal and budgetary integrity and accountability
- Monitor program expenditures through periodic revenue and expenditure reports and ensure maintenance of fiscal records in accordance with regulatory standards and Generally Accepted Accounting Principles

Community and Public Relations

- Enhance public awareness of CCSB programs and services for mental health, developmental and substance abuse disorders
- Serve as the public relations liaison for the CCSB and MHSS Department for media and public information requests
- Collaborate and consult with other behavioral healthcare organizations in the community, community services boards and agencies to heighten visibility, influence and public relations at local, state and federal levels

Human Resource Management Operations

- Develop and monitor CCSB human resource management policies and recommend revisions as necessary for approval by the Board
- Maintain a professional workforce to support CCSB programs, services and operations; cultivate a culture of equal employment opportunity, diversity and professional development for all CCSB employees

Applicants must have demonstrated knowledge, skills, abilities and experience in the following areas:

Education and Experience

- A bachelor's degree from an accredited college or university in social work, psychology, rehabilitation counseling or another human services-related field or in business, public administration, hospital or healthcare administration or other related field is required (master's preferred); or an equivalent combination of training and experience
- A minimum of two years' experience reporting directly to a board of directors or other governing body structure that has policy, operational and fiduciary responsibilities or to the person who reports to the board of directors is required. A minimum of six years' experience reporting directly to a board of directors composed of citizen members that has policy, operational and fiduciary responsibilities and hires its executive director who serves at the pleasure of the boards is preferred
- A minimum of six years' experience leading public or private organizations with functions and responsibilities that are similar or comparable to CCSB including experience at smaller, similar or comparable organizations or smaller units in larger organizations is required. A minimum of 10 years' experience leading public or private organizations with functions and responsibilities that are similar to CCSB and are comparable in size (budget and staff) is preferred

Leadership

- Ability to provide effective leadership, inspiring others by example, to achieve the mission and vision of the CCSB, supervise and elicit superior performance from senior managers and administrators, while maintaining high levels of employee engagement is required. Ability to respond to changing circumstances, manage organizational and financial risks and ability to adapt during periods of transition and uncertainty is required

Service Delivery

- Demonstrated knowledge of mental health, developmental and substance use disorder programs and services is required. Considerable demonstrated knowledge of these services and ability to provide clinical or programmatic oversight of these services is preferred. Demonstrated knowledge and experience in applying the concepts of recovery, self-determination or person-centered planning as they relate to mental health, developmental or substance use disorder services and the provision of services to individuals with co-occurring disorders is preferred

Management and Administration

- Demonstrated knowledge of the principles and practices of human services administration, business administration or government program administration and of human resources management and financial management, including budgeting, resource allocation, contract management, monitoring and auditing is required. Skill in formulating policies, developing and administering budgets, negotiating and administering contracts, formulating program plans with goals and objectives, preparing and presenting reports and budget requests and conducting effective community and public relations is required

Constituent Relationships

- Experience in working with a broad range of constituents including individuals, family members and advocacy groups in the mental health, developmental or substance use disorder services areas or a similar or related human services field is required

Collaborative Relationships

- Demonstrated ability to develop and maintain collaborative and supportive relationships with federal, state and local government officials, individuals receiving services and family members, and advocacy groups is required. Demonstrated ability to communicate persuasively and concisely, orally, in writing and electronically, with a broad range of individuals, groups and organizations is required

Laws and Regulations

- Demonstrated ability to interpret, communicate and administer current federal and state laws, regulations and policies that apply to mental health, developmental and substance use disorder services is required

Planning, Evaluation, and Human Rights

- Demonstrated knowledge of planning, evaluation and quality improvement methodologies and human rights requirements and issues is required. Ability to plan and implement services and related procedures and evaluate their effectiveness is required

For more information, you may review the recruitment profile by visiting: [Executive Director of MHSS Recruitment Profile](#). Pre-employment drug test and extensive background check required.

The recruitment will remain open until April 30, 2019, at 5 p.m. Interested applicants should submit a confidential resume with cover letter and salary requirements to:

Mary Martin Selby, Director of Human Resources
Chesterfield County Human Resources
P.O. Box 40, Chesterfield, VA 23832
(804) 748-1551

Electronic responses are preferred and should be directed to ExecutiveSearch@chesterfield.gov

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