



Warren C. Evans
County Executive

DIRECTOR OF HEALTH & HUMAN SERVICES

GENERAL SUMMARY:

The Director of the Wayne County Department of Health and Human Services reports to the DCEO. The Director of HHS has the responsibility and administrative oversight of the reporting divisions under HHS: Public Health, Mental Health, and Library for the Blind, Jail Health Services, Patient Care Management Services, Wayne County Head Start, The Health Insurance Portability and Accountability Act (HIPAA) Division, and the Wayne County Medical Examiner's Office. The HHS Director has the responsibility of communicating to these Divisions the goals and objects of the CEO and ensuring that they are met. In addition, the HHS Director also has the responsibility of ensuring that health services and information regarding health services are provided to the citizens of the County of Wayne in accordance with State and Federal Guidelines. This role leads and supports the services, contracts, funding and projects associated with HHS, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Implements the policies and procedures of Wayne County Department of Health and Human Services
- Develop and implement long-term and short-term strategic plans, objectives and goals for the Wayne County Department of Health and Human Services
- Ensure the Department, its operations, and delivery of services are in compliance with State of Michigan and Federal Guidelines
- Develop and manage the departmental budget, including monitoring divisional spending plans and developing internal and external fiscal policy and procedures
- Oversee the procurement of grant funds and Federal, State, and local appropriations

- Manages the day-to-day operations and activities of the Wayne County Department of Health and Human Services
- Manages the search and application for new grants earmarked for HHS; supervises the management of related grant activities, including the filing of application, grant draw downs, expenditures reporting and reconciliation
- Attends CEO Department Head meetings, Board meetings, Commission meetings, Departmental meetings, internal staff meetings and other meetings as required
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of health theory and practice.
- Knowledge of health delivery systems.
- Knowledge of the State of Michigan Mental Health Code.
- Knowledge of providing services in a managed care environment.
- Knowledge of grant funding sources and acquiring grant funds.
- Knowledge of Federal, State, and local healthcare funding sources.
- Knowledge of health research initiatives.
- Knowledge of contract management including monitoring quality assurance and compliance standards.
- Knowledge of public relations operations.
- Knowledge of providing community programs in the area of health.
- Knowledge of healthcare financial management.
- Knowledge of personnel policies, practices, and procedures.
- Knowledge of the behavioral health field of study.
- Executive - level decision making skills.
- Management and administrative skills.
- Supervisory skills.
- Negotiation skills.
- Problem-solving and decision-making ability.
- Ability to communicate effectively in writing.
- Ability to communicate effectively orally.
- Ability to work effectively with a governing board, superiors, subordinates, consumers, and the general public.

***Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

REQUIRED COMPETENCIES:

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

DESIRED EXPERIENCE AND TRAINING:

Experience: Eight to twelve years of executive or administrative experience preferably in the areas of: mental health, human or social services, health care administration or health care finance. Experience in a public agency is preferred.

Training: A Master's degree in Public Health, Public Administration, Business Administration, Human or Social Services, or a related field or equivalent educational experience.

WORKING CONDITIONS:

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.