

Posted 03/10/2026



Unified Community Services
Serving Grant and Iowa
Counties

Unified Community Services is seeking a dynamic **CCS Service Director** to lead our Comprehensive Community Services program supporting individuals with mental health and substance-use disorders.

Benefit Position: 80 hours bi-weekly; Monday – Friday, 8 a.m. to 4:30 p.m.

Salary: \$3,212.80 starting bi-weekly

Minimum Qualifications

- Licensed Psychologist, LCSW, LPC, LMFT, NP, or Advanced Practice Nurse
- Experience treating mental health and/or substance use disorders
- Leadership or supervisory experience preferred
- Strong communication, organization, and collaboration skills
- Commitment to client-centered, recovery-focused services

Key Responsibilities

- Lead innovative care that makes an impact
- Supervise a dedicated, compassionate team
- Drive high-quality, recovery-focused services
- Build strong community partnerships & collaborations
- Provide clinical leadership & expertise

We're looking for a leader who inspires and supports staff, builds strong community partnerships, and ensures high-quality care for individuals and families.

How to Apply

Obtain a Grant County Application at www.co.grant.wi.gov or call (608) 723-2540. **Submit letter of interest, resume, and Grant County application by 4 p.m. on Tuesday, March 17, 2026 to:**

Grant County Human Resources
111 S. Jefferson St. – PO Box 529
Lancaster, WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

UNIFIED COMMUNITY SERVICES

JOB DESCRIPTION

Comprehensive Community Services (CCS) Service Director

Fair Labor Standards Act (FLSA) Status: Professional Employee Exemption

Supervisor: Agency Director

Responsibilities:

- I. Supervise Comprehensive Community Services.
 - A. Assume overall responsibility for:
 - Operation of the Comprehensive Community Services, and for compliance with Comprehensive Community Services for Persons with Mental Disorders and Substance-Use Disorders (DHS 36), including responsibility for the quality of the services provided to consumers and day-to-day consultation to CCS staff.
 - Compliance with other relevant federal, state and agency standards.
 - B. Develop program mission statement and goals, and complete annual report.
 - C. Inform Agency Director of relevant developments, changes in need or demand for services.
 - D. In coordination with Finance Director, develop and monitor contracts and agreements with partner agencies to maximize access to services and community collaboration.
 - E. Monitor program budget and expenses.
 - F. Develop and revise Comprehensive Community Services plan, policies, procedures and forms as needed; participate in Quality Assurance activities.
 - G. Oversee client assignment to staff based on certification and billing requirements, client needs and agency expectation for productivity.
 - H. Monitor and review clinical progress/outcomes, documentation by assigned staff for accuracy, compliance with certification and billing requirements, and risk management.
 - I. Supervise and provide consultation to staff. Supervision may include Clinical Collaboration.
 - J. Review difficult cases as needed.
 - K. Appoint a Coordination Committee, facilitate quarterly meetings.
 - L. Develop and implement a quality improvement plan to assess consumer satisfaction and progress toward desired outcomes identified through the assessment process.
 - M. Coordinate the working relationship of the Comprehensive Community Services with other Unified Community Services departments and programs.
 - N. Represent the Comprehensive Community Services program to the public, other agencies and referral sources.
- II. Supervise CCS Mental Health Professionals, Substance Abuse Professionals, and CCS Service Facilitators.
 - A. Select employees to fill vacant positions subject to Agency Director's approval.
 - B. Arrange and/or provide agency orientation, as well as required CCS orientation and annual training in compliance with DHS 36.12.
 - C. Set working days and hours of staff, ensuring adequate staff coverage.
 - D. Supervise and coordinate activities of assigned staff.
 - E. Complete performance evaluations.
 - F. Inform staff of new and revised policies and procedures and forms.

- III. Provide direct services to CCS consumers as part of a treatment team, in compliance with Subchapter V of DHS 36.
 - A. Facilitate meetings in conjunction with CCS staff to advocate for consumer related needs and services and to provide clinical case direction and feedback.
- IV. Administer psychological tests for persons referred by Unified Community Services.
- V. Other General Responsibilities
 - A. Participate in in-service training and other training opportunities as required and/or approved by the Agency Director.
 - B. Participate in Team Leader meetings.
 - C. Be knowledgeable of and adhere to agency policies and procedures.
 - D. Complete and sign provider network applications as required by agency needs.
 - E. Dress appropriately for position and function.
 - F. Possess valid driver's license and dependable transportation.
 - G. Maintain minimum of \$100,000 automobile liability insurance on each vehicle driven for agency business.
- VI. Other Duties as Assigned.

Qualifications:

- I. Education, Experience, License and Background Requirements:
 - A. CCS Service Director shall have the qualifications listed under DHS 36.10 (2) (g) 1 – 8, which includes but is not limited to:
 - Licensed psychologist
 - Licensed independent clinical social worker, professional counselor or marriage and family therapist
 - Nurse practitioner, or advanced practice nurse prescribers
 - B. Completion of Caregiver Background Check in accordance with DHS 12, WI Administrative Code, with no crimes or other findings that prohibit employment as a caregiver unless rehabilitation approval is received, and with no convictions that are determined to be substantially related to the care of a client.
 - C. Minimum of one year supervised clinical experience related directly to the assessment and treatment of individuals with mental disorders or substance-use disorders.
 - D. At least two years of experience in a supervisory/administrative position desirable.
- II. Knowledge, Skills and Abilities:
 - A. Possess strong organizational, analytical and interpersonal skills.
 - B. Possess excellent verbal and written communication skills.
 - C. Demonstrates ability to establish and maintain an effective working relationship with other employees and agencies, contracted facilities, and the public.
 - D. Knowledge of clinical assessment, diagnosis, planning and intervention skills/standards for youth and adults with mental illness, AODA and co-occurring diagnoses.

- E. Knowledge of and support for principles of Recovery, Client Centered care, and Trauma Informed Care
- F. Ability to collect, organize and utilize data for program improvement purposes.
- G. Skills in clinical supervision and supportive management of staff
- H. Demonstrated sensitivity with persons from diverse ethnic, cultural and economic backgrounds, issues of sexual orientation, gender identification, homelessness, and individuals with disabilities.
- I. Ability to maintain strict client and employer confidentiality.

6/2020