



Wyoming Judicial Branch Position Announcement

Job Title: Behavioral Health Services Manager

Location: Administrative Office of the Courts

Salary Range: \$95,000 - \$108,900 annually

Closing Date: Open until Filled.

The Wyoming Judicial Branch, Administrative Office of the Courts (AOC), located in Cheyenne, Wyoming, seeks to hire a Behavioral Health Services Manager to oversee and coordinate behavioral health services and programs within the Branch. The Behavioral Health Services Manager will play a pivotal role in developing and implementing programs to support individuals with behavioral health needs who are involved in legal proceedings. This position requires strong leadership, organizational skills, and a deep understanding of behavioral health issues and the legal system.

Information about the Court and Community

The Administrative Office of the Courts is located in the Wyoming Supreme Court building and assists the Wyoming Judicial Branch in fulfilling its constitutional and statutory functions by providing administrative, technical, financial, payroll, auditing, and human resources support to over 300 employees. Our goal is to provide services in an accurate, timely, efficient, and equitable manner. Our offices are in Cheyenne, Wyoming which is home to Cheyenne Frontier Days rodeo and abundant opportunities for outdoor recreation. Cheyenne, the capital of Wyoming, is a growing metropolitan area which thrives on its Western heritage.

Information about the Benefits Package

In addition to an annual salary, employees of the Wyoming Judicial Branch receive a generous benefits package to include the State of Wyoming retirement pension plan and 457 Deferred Comp plan; affordable health insurance package including health, dental, life, vision, STD, LTD, ambulance coverage, and Employee Assistance Program; paid annual, sick and holiday leave, and much more.

Information about the Position

This is a supervisory position responsible for managing a small staff.

Behavioral Health Leadership

- Lead and motivate staff, providing clear direction and support to achieve project goals.
- Foster a collaborative and positive team environment, promoting effective communication and knowledge sharing.
- Delegate tasks and responsibilities appropriately, ensuring appropriate utilization of strengths.
- Provide guidance, support, and training to ensure high-quality service delivery.
- Assist stakeholders regarding program issues, new or changing laws, policies, and evidence-based/best practices related to the Branch's behavioral health initiatives

- Oversee and ensure the expansion and enhancement of treatment courts and diversion programs throughout the state.
- Lead the Branch's active participation in Behavioral Health Redesign and associate initiatives, including the outcome groups pilot project.
- Analyze state and national data, trends, and developments to formulate a vision for the Branch's behavioral health efforts.

Program Development and Implementation

- Staff the Behavioral Health Committee (BHC) of the Wyoming Judicial Council. Prepare for committee work by researching policy issues to be addressed by committee. Prepare information for committee leadership and members.
- As approved by the Wyoming Judicial Council and in collaboration with the BHC, develop and implement behavioral health programs and initiatives tailored to the needs of individuals within the judicial system.
- As approved by the Wyoming Judicial Council and in collaboration with the BHC, develop and implement program policies, procedures, and protocols in collaboration with key stakeholders.
- As approved by the Wyoming Judicial Council and in collaboration with the BHC, expand and enhance the Branch's behavioral health initiatives, including the enhancement and expansion of treatment courts and the implementation of diversion courts.
- Design and refine program components, including participant eligibility criteria, treatment plans, and supervision strategies, to ensure alignment with best practices and evidence-based approaches.
- Stay informed about emerging trends, research findings, and legislative changes relevant to the Branch's behavioral health initiatives and integrate this knowledge into program development and implementation efforts.

Grant Management

- Oversee funding applications, Request for Proposals (RFPs), and contracts for services throughout the state. Write applications and contracts to support the programs, including contracts for data collection, enhancements, and deliverables.
- Analyze complex financial data from Court Supervised Treatment (CST) programs to establish an annual funding formula which determines grant award amounts for each program.
- Oversee the review of all grant applications and grantee performance.

Stakeholder Collaboration and Engagement:

- Provide quality technical assistance to CST Programs, diversion programs, community partners, CST evaluators, treatment providers, case managers, judges, attorneys, probation, Wyoming Department of Family Services (DFS), and law enforcement. This includes providing information to participants, colleagues, legislative stakeholders, panel members, and inter-agency staff.
- Facilitate regular communication and collaboration among stakeholders to promote program goals, address operational challenges, and identify opportunities for program enhancement.

- Represent the Branch in legislative meetings, community meetings, conferences, and events related to behavioral health and the justice system. Build partnerships with external agencies and organizations to enhance behavioral health services and resources.
- Represent the Branch in Behavioral Health Redesign initiatives, working closely with the Department of Health, Department of Corrections, and Department of Family Services.
- Organize statewide conferences and trainings of CST programs and diversion programs.

Data Management and Reporting:

- Maintain accurate records and documentation related to behavioral health services provided within the Branch.
- Collect and analyze data to evaluate the effectiveness of programs and identify areas for improvement.

Perform other duties as assigned by the State Court Administrator.

Knowledge, Skills & Abilities

This position requires an ability to:

- Work collaboratively with diverse stakeholders and navigate complex systems.
- Strategically plan program operations and manage diverse and competing stakeholder interests.
- Plan, direct, and manage operations of the program.
- Prepare, present, and manage program budget.
- Accurately compile information and prepare reports.
- Communicate clearly and concisely, both orally and in writing, to include public speaking.
- Research laws, rules, policies, and procedures. Write, implement, and monitor program policy and procedures.
- Establish and maintain effective working relationships with the Behavioral Health Committee and other key stakeholders.
- Travel, to include overnight stays.

This position requires skills in:

- Developing, implementing, and providing technical assistance on state rules, national guidelines, program policies and procedures.
- Data collection, analysis, and reporting to include interpretation and evaluation of information regarding program performance.
- Contract and financial management which includes budget setting, monitoring revenue and expenditure reports, and tracking contract deliverables.
- Strategic planning and program evaluation.
- Identifying appropriate methods of data analysis and management.
- Conferring with a wide variety of stakeholder in situations that require tact when assessing educational or operational needs of the program.
- Analyzing issues and developing solutions.
- Troubleshooting and resolving problems.

This position involves knowledge of:

- Behavioral health issues, diagnoses, and evidence-based treatment modalities.
- Applicable federal and state laws, rules, and regulations pertaining to Court Supervised Treatment Programs to include pertinent funding and resources. Data collection and analysis.
- The legal system, including criminal and civil court proceedings.
- The state Supreme Court, district courts, circuit courts, municipal courts, intensive supervision programs, and the ASAM levels of treatment.
- Microsoft Office Suite.

Physical Demands:

This position requires mobility to work in a typical office setting. The applicant must have the ability to:

- Use standard office equipment.
- Sit at a desk for prolonged periods and work on a computer.
- Stand and/or walk occasionally to frequently.
- Read printed materials and computer screens.
- Communicate in person or over the phone.
- Have contact with others and respond to external customers.
- Lift, up to 30 pounds at times.
- Frequent travel.

Information about the qualifications and terms

Qualifications:

Education: Master's degree in social work, psychology, counseling, or related field.

Work Experience: Minimum of five (5) years of experience in mental health services, with at least two (2) years in a supervisory or managerial role.

Preference may be given to candidates with a mental health professional certification or licensure (e.g., LCSW, LPC, LCP).

Terms:

Employment is "at will."

FLSA: Exempt.

The Administrative Office of the Courts is a State of Wyoming employer.

Applications.

Interested applicants must submit a cover letter, resume, and completed Branch application for consideration. [Click here](#) to complete the application process on-line. The Branch also accepts email and mail submissions. Please use the [downloadable application](#) and return the completed form along with a cover letter and resume to Wyoming Supreme Court, Attn: Human Resources Manager, 2301 Capitol Avenue, Cheyenne, WY 82002; or via email to breedy@courts.state.wy.us.

Veterans. If you are a United States Armed Forces veteran, or the spouse of a veteran who was married to that veteran at the time of that person's death and receive survivor benefits, to receive veteran's preference under Wyo. Stat. Section 19-14-102, you must complete the Veteran's Preference section of the Wyoming Judicial Branch At-Will Employment Application and attach a Form DD214 to the application.

EEO/ADA. The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.