



WORKING TITLE: BEHAVIORAL HEALTH DIRECTOR	CLASSIFICATION: ASSISTANT DIRECTOR
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: HEALTH AND HUMAN SERVICES
PAY RANGE: NBYCM 32	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: JANUARY 2020

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Works with Department Head and Division Managers in the development and supervision of the Community Mental Health Program (CMHP) contracts and services. Oversees the behavioral health management team. Develops goals, objectives, and strategies to meet the department and county strategic plans. Works internally and with external partners on transformational projects, quality improvement and quality assurance. Prepares and implements division budgets in conjunction with the HHS Director. Employs and evaluates behavioral health management.

SUPERVISION RECEIVED:

Works under general supervision of the Department Head with considerable independent judgment.

SUPERVISION EXERCISED:

Supervises department's division managers, staff, contractors, and volunteers as assigned by the Department Head. May assume role as Acting Director in their absence.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Monitors progress toward organizational performance metrics.
- Develops, coordinates, and evaluates organizational efforts in planning and implementation of programs across HHS divisions; consults with other public and private entities in development of programs and facilities.
- Plans and implements programs which respond to consumer needs including development of new programs.
- Works with Division Managers on recruitment and retention strategies.
- Identifies opportunities to increase internal cross-division, external cross-agency, and cross-sector strengths and collaborations.
- Identifies new opportunities and/or strategies to address organizational challenges.
- Manages and cultivates existing relationships with CCO and local and state partner agencies.

- Assists in strategic planning and lead process improvement activities for the department.
- Identifies best practices to improve internal systems and other quality management work.
- Monitors and ensures compliance with local, state, and federal regulations.
- Assists the Department Head and Division Managers with behavioral health policy development.
- Assumes responsibility as acting director during absence of department director, as necessary.

JOB SPECIFICATION

KNOWLEDGE OF:

- Rules, laws, and policies governing HHS operations.
- Supervisory and management principles and practices.
- HIPAA and 42-CFR rules, regulations and practices.
- Fraud, Waste and Abuse rules, laws, and policies
- Fiscal practices and programmatic budgeting.
- “LEAN” or other process improvement and efficiency methodologies.
- Population health practices and policies.
- Social determinants of health.

SKILL IN:

- Communicating effectively, both orally and in writing.
- Preparing presentations and reports.
- Analyzing fiscal and program data.
- Project management and continuous quality improvement techniques.
- Diverse administrative abilities.

ABILITY TO:

- Apply effective leadership and management principles and practices, including planning, organizing, directing, motivating, and decision-making.
- Use independent judgment and delegate responsibility while also functioning in a team environment.
- Organize resources to effectively and efficiently perform assignments within established deadlines.
- Understand and develop behavioral health services principles and policies.
- Establish and maintain effective working relationships with elected and appointed officials, subordinates and other county employees, representatives of other governmental agencies, employee representatives, and the general public.
- Analyze complex data, problems, situations, practices, or procedures to define the problem or objective to identify relevant concerns or factors and facilitate logical and objective conclusions. Prepare clear and concise reports.
- Translate program needs into budget form.
- Plan, organize, and oversee assigned work programs and analyze/evaluate operations and develop and implement corrective action to resolve problems.
- Operate in the Microsoft Windows environment inclusive of using Excel, database

management, and record keeping programs.

- Foster an environment of continuous quality improvement within the department.
- Model the way for all employees to act with integrity and in line with the department's core values at all times.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Master's degree in a related field and five years of relevant experience with progressive responsibilities in program administration or supervision. Graduate level course work and training may be substituted for up to two years' experience. Master's degree or advanced training preferred. Any satisfactory combination of experience or training which ensures the ability to do the job will be considered.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical that of an office. Work also involves travel to clients' homes and meetings. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge,

skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.