

WORKING TITLE: FAMILY AND YOUTH MANAGER	CLASSIFICATION: PROGRAM MANAGER IV
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: FAMILY AND YOUTH
PAY RANGE: NBYCM 29	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIRMENTS: ATTACHED	WORKERS COMP CODE: 8832
PPE: PER WORK LOCATION	REVISION DATE: MAY 2020

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Develops, coordinates, evaluates, and manages organizational efforts in planning and implementation of Family and Youth Division services. Advises on and implements division budget. Trains division staff and other agencies in evidence-based practices for publicly funded behavioral health services for children, adolescents, and families. May prepare local, state and federal grants and monitors outcomes across the division. Responsible for coordination with other health and human services programs. Has management responsibility for hiring and evaluating of division staff, including other supervisory personnel.

SUPERVISION RECEIVED:

Works under general supervision of the department director and behavioral health director with considerable independent judgment.

SUPERVISION EXERCISED:MI

Individuals in this class generally supervise in excess of 40 full time equivalent staff within their division area. May assume responsibility as acting director during absence of department director and behavioral health director.

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:

- Maintains responsibility for overall development, coordination, and management of division services, including evaluation and screening of clients; setting program priorities; completing reports and data management.
- Monitors and ensures compliance with local, state, and federal regulations.
- Maintains responsibility for programs serving clients who have mental and emotional disturbances, developmental disabilities, alcohol/drug problems, and behavioral health needs as identified by policy.
- Designs program activities, objectives, and methods of evaluation to meet service needs.
- Advises department director of particular budget and program staffing needs.
- Employs, supervises, evaluates, and provides training of program staff.
- Plans and implements programs which respond to consumer needs, including development of new programs, as required.

- Submits claims to commercial insurers and other payors under division manager's provider license across all HHS behavioral health programs, as necessary.
- Collaborates with the utilization management team on reviews and ensures that utilization reviews are conducted within timelines set by administrative review and/or professional standards.
- Assists the department director and behavioral health director with behavioral health policy development and mental health promotion, as necessary.

JOB SPECIFICATION

KNOWLEDGE OF:

- Publicly funded health and human services regulations, methods, practices, and objectives.
- Behavioral health delivery system principles for children, adolescents and families.
- Policy, rules and regulations as set forth by Oregon Health Authority and Department of Human Services as well as Centers for Medicare and Medicaid Services (CMS).
- Community development models, policies and strategies.
- Supervisory and management principles and practices.
- HIPAA Administrative Simplification Statute and Rules.

SKILL IN:

- Developing and maintaining professional relationships, coaching and team building.
- Communicating orally and in writing, inclusive of presentations to the public.
- Designing policies, overseeing implementation of initiatives and strategies, and evaluating outcomes.
- Interpreting data and report writing
- Organizing objectives, delegating responsibility, training, evaluating subordinate effectiveness and administering necessary development and discipline.
- Anticipating, planning, organizing and managing change.

ABILITY TO:

- Administer budgets that effectively address program priorities while demonstrating conservation and stewardship of public resources.
- Work independently and delegate responsibility.
- Plan, coordinate, and direct staff in providing human services programs.
- Evaluate staff performance and plan development.
- Establish and maintain effective working relationships with staff, colleagues, county officials, volunteer organizations, intergovernmental agencies, and the public.
- Interpret and apply laws and policies to specific problems relating to public health, mental health, developmental disabilities, and chemical dependency program activities.
- Plan, develop, and implement policies and procedures, and to anticipate and effectuate changes as needed.
- Prepare grant applications, monitor adherence to requirements, and report outcomes
- Operate in the agency's Electronic Medical Record and Microsoft Windows environment inclusive of using Excel, database management and record keeping programs.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Possession of an appropriate undergraduate degree in a related field. Master's degree or advanced training preferred. Five years or more 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.

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.

Will be subject to successful completion of a background check. Must not be listed on CMS excluded list of employees.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY

The employee 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 other County offices, work locations, and meetings. The employee will 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.

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.

Requirements are representative, but not all inclusive, of minimum levels of knowledge, skills, and abilities. To perform this job successfully, the employee must be able to perform each essential duty satisfactorily.