



Cow Creek Government Office

Behavioral Health Manager

Job Code: 2402
Department: CCH&WC
Location: Roseburg, OR.
Minimum Salary: \$80,000.00

POSITION PURPOSE:

Manages the operations of the Behavioral Health Department in an outpatient tribally owned and operated clinic. Responsible for operational performance, financial goals, quality, service environment and regulatory compliance. Facilitates an interdisciplinary, collaborative approach in the delivery of care and programs, partnering with physicians, nurse practitioners, providers, therapists and administrative leadership to provide effective and proactive management of clinic operations/programs. Manages all staff within the Behavioral Health Department. Clinically supervises appropriate professional staff. Responsible for strategic planning, grant management/compliance, time sheets, evaluations, personnel management and administrative projects/improvements.

ESSENTIAL FUNCTIONS:

- Participates in oversight and compliance with policies and procedures and day to day management of the Behavioral Health Department, including oversight of treatment, documentation, billing practices and crisis management and communication and collaboration with other staff and departments, and outside agencies, providers and systems.
- Manages and oversees Behavioral Health providers/staff and patient care through regular performance evaluation, periodic record reviews, including peer review, crisis and risk management and case consultation.
- Assists in the development, implementation and evaluation of integrated behavioral health care.
- Analyzes, organizes and manages clinical and non-clinical operations of assigned areas.
- Participates in behavioral health programmatic, operational and budgetary planning and development.
- Maximizes access to care by proactively managing the schedules. Ensuring patients meet the eligibility policy.

- Partners with all BH staff to ensure overall success of areas of responsibility. Engage staff, providers and clinic administration in developing and implementing action plans to meet annual operating goals that are in alignment with strategic plan and to resolve clinic and/or program issues in a timely manner.
- Manage the hiring, training, coaching, mentoring, development and evaluation of assigned staff.
- Works as a key member of the Behavioral Health team in implementing behavioral health and evidence-based psychotherapeutic, Tribal best practices and SUD services to individuals, families, and groups, including screening, assessment, referrals, and treatment.
- Support and develop Trauma informed Care, culturally sensitive care and crisis prevention intervention models of care for the BH department and other Health Services departments.
- Support/influence strategic initiatives, grant initiatives and public health directives. Provides solutions and strategic direction for addressing the operational issues.
- Involved with planning and grants as well as implementation of new service lines and collaborations.
- Ensures that legal and regulatory standards as well as clinic and/or program and department policies and procedures are implemented, applied consistently and monitored.
- Provide direct clinical services as needed.
- Other duties as assigned.

QUALIFICATION STANDARDS:

- Licensed LCSW, LPC, LMFT or Psychologist licensed in Oregon; or current license with ability to obtain an Oregon license.
- Preferred CADC certificate and SUD treatment experience.
- At least 3 years of experiences as a masters level clinician.
- 1 year supervising mental health services and/or mental health administration that includes mental health assessments and diagnosis and direct supervision.
- QMHP credential, Clinical Supervision Certification, and 1-year supervisory management experience.
- Strong knowledge of grants, writing reports, managing budgets, and carrying out all programmatic aspects.
- Experience in working with Native American/Alaskan Native populations or other marginalized populations
- Proficient and comfortable with electronic medical records/Electronic health records systems .
- Knowledge of PCMH and AAAHC accreditation standards and other clinical metrics required by other reporting agencies
- Ability to communicate professionally and effectively in written or verbal form and work effectively with staff, managers, and administrators.
- Ability to develop and evaluate policies and procedures.