



# Cow Creek Government Office

## Behavioral Health Manager

Job Code: 2402  
Department: Cow Creek Health & Wellness Center  
Location: Roseburg, OR.  
Minimum Salary: \$67,897.33

**Date Written/Revised:** 12/21/2021

### POSITION PURPOSE:

Responsible for the 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.

### ESSENTIAL FUNCTIONS:

- Analyzes, organizes and manages clinical and non-clinical operations of assigned areas.
- Overall accountability and oversight of assigned clinic(s), services and programs including financial and operational performance, provider practice efficiency; timely and accurate documentation, service excellence, budget development and management; staffing, talent/performance management. Engages appropriate stakeholders in the review and dissemination of area financial and productivity performance.
- Manage the selection, training, coaching, mentoring, development and evaluation of assigned staff.
- Ensures that legal and regulatory standards as well as clinic and/or program and department policies and procedures are implemented, applied consistently and monitored.
- Strong problem solving, decision making, team building, process improvement, leadership and time management skills required.
- Excellent interpersonal communication skills both written and verbal.
- Proficient use of computers including electronic medical records, MS Office applications.
- Knowledge and experience in QI/QA. Data analytics.
- Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

- Ability to develop and evaluate policies and procedures.
- Skill in planning, directing, and administering efficient departmental procedures and to professionally direct staff in day to day activities, including tracking multiple projects.

#### QUALIFICATION STANDARDS:

- Bachelor's degree in Behavioral Health or Social Services, required.
- Two years experience managing health care clinics or behavioral health clinics, required.
- Experience in working with Native American/Alaskan Native populations, preferred.
- Extensive knowledge with electronic medical records.
- Experience managing grants – writing reports, managing the budgets and carrying out all programmatic aspects.
- Ability to communicate professionally and effectively in written or verbal form and work effectively with staff, managers, and administrators.

**Cow Creek Government Office**  
Position: Behavioral Health Manager  
**Position Minimum Requirements**

{Continuous -- 67-100% of the day. Frequent -- 34-66%. Occasional - 6-33%. Intermittent -- 1-5%}

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1. **SITTING** - (Percent of time or hours per day? Surface? Foot controls?) **Continuous**
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2. **STANDING** - (Percent of time or hours per day? Type of surface? Duration at one time?) **frequent**
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3. **WALKING** - (Percent of time or hours per day? Surface? Distance?) **Occasional**
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4. **POSITIONS** - (Can worker change positions frequently? Occasionally?) **Frequent**
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5. **LIFTING & CARRYING** - (Weight? Type of object(s)? Frequency? Distance?) **NA**
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6. **PUSHING/PULLING** - (Weight? Type of object(s)? Times per hour? Distance?) **NA**
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7. **REACHING/HANDLING** - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **frequent**
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8. **BENDING/SQUATTING** - (Frequency? From Waist? Knees? Duration?) **NA**
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9. **TWISTING** - (From what body part(s)? Frequency? How far? Work being done?) **NA**
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10. **CLIMBING** - (Height? Slope? Number of steps? Frequency? On what? Ladder?) **NA**
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11. **CRAWLING** - (Surface? Frequency? Distance?) **NA**

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**ENVIRONMENTAL FACTORS** - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

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|-------------------------------------|-----------------|--|
| <input checked="" type="checkbox"/> | Sedentary Work  | = Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally           |
| <input type="checkbox"/>            | Light Work      | = Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently   |
| <input type="checkbox"/>            | Medium Work     | = Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently  |
| <input type="checkbox"/>            | Heavy Work      | = Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently |
| <input type="checkbox"/>            | Very Heavy Work | = Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently  |

**I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.**

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**EMPLOYEE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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**SUPERVISOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

**The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.**