



Cow Creek Government Office

Behavioral Health Manager

Job Code: 2402
Department: CCH&WC
Location: Roseburg, OR.
Minimum Salary: \$72,000.00

Date Written/Revised: 12/21/202, 03/04/2024

POSITION PURPOSE:

Manages the operations of behavioral health care in an outpatient tribally owned and operated clinic. 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. Manages all staff within the Behavioral Health Clinic. Responsible for strategic planning, grant management/compliance, timesheets, evaluations, personnel management and administrative projects/improvements.

ESSENTIAL FUNCTIONS:

- Full oversight of daily operations including but not limited to monitoring and prioritizing workflow, planning, developing, organizing and controlling activities.
- Analyzes, organizes and manages clinical and non-clinical operations of assigned areas.
- Maximizes access to care by proactively managing the schedules. Ensuring patients meet the eligibility policy.
- Partners with all 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.
- 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.
- Manage the selection, training, coaching, mentoring, development and evaluation of assigned staff.

- 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.

QUALIFICATION STANDARDS:

- Master's degree in related field and 2 years of lead work or supervising mental health services that include mental health assessments and diagnosis.
- 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.
- Experience with electronic medical records. Required to be a super user of electronic medical record.
- Knowledge of PCMH and AAAHC accreditation standards.
- Ability to communicate professionally and effectively in written or verbal form and work effectively with staff, managers, and administrators. This person should be able to express themselves in a clear and concise manner for the purposes of correspondence, reports, and instructions, as well as for obtaining and conveying information.
- Ability to develop and evaluate policies and procedures.