



## **Cow Creek Government Office**

### **Behavioral Health Manager**

Job Code: 2402  
Department: CCH&WC  
Location: Roseburg, OR.  
Salary: \$85,000 - \$101,500

#### **POSITION PURPOSE:**

Manages the operations of the Behavioral Health Department for a 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. Clinically supervises professional staff and providers. Responsible for strategic planning, grant management/compliance, personnel management and administrative projects/improvements.

#### **ESSENTIAL FUNCTIONS:**

- Provides day-to-day management of the Behavioral Health Department including oversight of treatment, documentation, billing practices, crisis management and communication with other staff and departments, outside agencies, providers and systems.
- Manages Behavioral Health providers/staff through regular performance evaluation, training, coaching, mentoring, development, 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.
- 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 aligned with the strategic plan and to resolve clinic and/or program issues in a timely manner.

- 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 strategic initiatives, grant initiatives and public health directives. Provides solutions and strategic direction for addressing the operational issues.
- Ensures that legal and regulatory standards 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.
- 3 years' experience as a master level clinician.
- Proven leadership skills with a minimum of 3 years supervising mental health services and/or mental health administration.
- Clinical Supervision certification
- 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
- Ability to communicate professionally and effectively in written and verbal form.