



CLASSIFICATION NO. 596

Established: 11/09

Revised & Retitled: 12/22

FLSA: Exempt

EEO: 1

BEHAVIORAL HEALTH DIVISION DIRECTOR

CLASS CHARACTERISTICS

Under general direction, to plan, organize, direct and manage the administrative operations for behavioral health programs and services within the Behavioral Health Division; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Behavioral Health Division within the Department of Health, Housing and Human Services offers comprehensive population and individual health care services to residents of the County. The Behavioral Health Division is responsible for programs that meet the County's role as the Local Mental Health Authority (LMHA). This responsibility includes behavioral health services, such as emergency preparedness, civil commitment, 24-hour crisis response and coordination of treatment services for individuals on the Oregon Health Plan and those County residents who are uninsured.

The Behavioral Health Division Director is responsible to oversee the continuum of the County's behavioral health service system, including quality assurance, performance management, contracted services and community outreach. The Behavioral Health Division Director reports to the Director, Department of Health, Housing and Human Services.

The Behavioral Health Division Director differs from the Clinic Operations Manager which is responsible for managing direct provision of behavioral health clinic services.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Oversees and coordinates the County's behavioral health service system, including direct provision of service and community-based contracted services; negotiates and administers contracts; monitors services to ensure compliance with contract requirements.
2. Recommends and implements policies, procedures, program modifications and resources needed, within available funding; implements performance management systems, including developing/monitoring outcome and output measures; applies LEAN principles.
3. Hires and directs management staff to provide quality service to residents and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.

4. Participates in the development and administration of annual and supplemental budgets; conducts budget forecasting for staffing, equipment materials and supplies; oversees the monitoring of revenues and expenditures; implements budget adjustments.
5. Conducts outreach to healthcare partners, the business community and other stakeholders; provides education and awareness of behavioral health issues; resolves difficult and sensitive citizen inquiries and complaints.
6. Develops pilot programs to integrate behavioral health services with primary care and public health in various communities across the County.
7. Directs the research, compilation and maintenance of statistics, records, data and reports to ensure compliance with federal, state and local statutes, rules and regulations.
8. Interprets and applies provisions of law, rules, ordinances and regulations governing the administration and management of behavioral health program areas.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of behavioral health care systems and services; principles and techniques of integrated health care programs; principles and practices of evidence-based behavioral health care; quality compliance in a subcontracted environment; research methodologies and techniques of data collection and statistical analysis.

Working knowledge of: Federal and State regulations relating to Behavioral Health services; principles and practices of program development and administration; principles and practices of program development and administration, personnel management, organizational processes and design; budget preparation and administration; service development and evaluation methods; contract negotiation and administration; participative management theories; office equipment, including personal computers and software programs.

Skill to: Communicate effectively, both orally and in writing; prepare and deliver oral presentations; develop and implement administrative policies and procedures; negotiate and administer service contracts; prepare and justify budget requests; interpret and apply pertinent Federal, State and local statutes, rules and regulations; organize, direct, train, evaluate and discipline management staff; maintain effective labor management relationships; ensure continuous efforts to improve quality, productivity and effectiveness; develop, administer and monitor program goals and performance measures; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with elected officials, government agencies, providers, community professionals and the public.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 7/12