

Champaign County Job Description

Job Title: Associate Director for Mental Health and Substance Use Disorders

Department: Mental Health Board

Reports To: Executive Director

FLSA Status: Exempt

Prepared Date: November 2020

SUMMARY

Under the supervision and in consultation with the Executive Director, this position is responsible for management of mental health and substance abuse program operations including all planning, funding, monitoring and evaluation activities.

CONTEXT

The Mental Health Board and the Developmental Disabilities Board have statutory responsibilities to plan, fund, monitor, and evaluate the local system of care for mental health, substance use disorder, and intellectual/developmental disabilities services and programs in Champaign County. A key component of this position is to assure that there is fully integrated planning between the two boards and that overlapping populations are addressed in all processes. This position deals with client files and other client specific information of a confidential nature and shall comply with State and Federal confidentiality statutes. All client information shall be protected from unauthorized disclosure as defined by law and administrative rule.

ESSENTIAL DUTIES and RESPONSIBILITIES

Includes the following. Other duties may be assigned.

Evaluate provider contract compliance, key performance indicators based on outcome measures defined in the contract program plans. Monitor all contracts to assure conformity with their terms and delivery of services delineated in program plans. Define corrective action as necessary and monitor improvement. Primary area of emphasis: mental health and substance use disorder programs under contract with an estimated value of \$4,250,000.

Analyze applications for funding for mental health and substance use disorders and intellectual/developmental disabilities services and programs, and participate in the development of funding recommendations by the management team for the consideration of the Mental Health Board and the Developmental Disabilities Board.

Develop contracts to implement the recommendations of the Mental Health Board and the Developmental Disabilities Board, and, as lead staff, participate in contract negotiations with special responsibility for behavioral health support contracts to assure appropriate accountability.

Initiate contract amendments consistent with requirements and specifications delineated in funding guidelines, including compliance with required revisions to associated contractual documents impacted by the amendment, e.g. program plan scope of work.

With emphasis on Behavioral Health, serve as lead staff on three-year plans as required by statute for the CCMHB.

Participate and represent the Mental Health Board and Developmental Disabilities Board in professional networks, councils, and other collaborative bodies related to the local system of care for mental health, substance use disorder, and intellectual and developmental disability services and programs. Coordinate with the Associate Director for Intellectual/Developmental Disabilities for participation in specific collaborations, including the Local Funders Group.

Collaborate on all needs assessment projects with primary focus on the organization of the mental health and substance use disorder components and serve as a liaison to other community needs assessment initiatives.

As a member of and in collaboration with the management team for the Mental Health Board and the Developmental Disabilities Board: prepare for regular meetings and study sessions of the Boards; develop annual allocation criteria and funding priorities and other Board documents; attend meetings of the MH/DD Agencies Council; respond to inquiries about the system of services; create and revise funding application forms and instructions for the annual allocation cycle; provide technical assistance to applicant organizations; collect and analyze data for community needs assessment, agency contract monitoring, and service delivery system improvement; contribute to completion of an annual report as required by statute; participate in grant applications and other special projects as required by the Boards; and provide technical support to agency users of the online application and reporting system.

Other duties as assigned by the Executive Director and appropriate to the position.

SUPERVISORY RESPONSIBILITIES

This position is authorized to approve payments and purchases prepared by other team members. May also direct the work of student interns and consultants for certain projects.

DIMENSIONS

Contract administration: 50-60 contracts (approximate)

Operating budget: \$4,250,000 (approximate) for mental health and substance use disorder services and supports

Employees: Matrix Management – Management Team Member

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential task satisfactorily. The requirements listed below are representative of the knowledge, skill, or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Master's degree in the fields of mental health, substance use disorder, or developmental disabilities, public administration, planning, social work, psychology, or equivalent, and years of experience in developing and evaluating behavioral health, developmental disabilities and/or

substance use disorder delivery systems including the use of statistical and computerized management and evaluation models. Knowledge of payment systems and of the principles of cultural and linguistic competence are preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret contract proposals, professional journals, technical procedures, or government regulations including administrative rules and policy documents. Ability to write reports, business correspondence, memoranda, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, direct service staff, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as statistical measures, proportions and percentages. Ability to apply concepts of basic algebra and financial and econometric analysis. Ability to read and understand contractor budgets and financial information.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draft valid conclusions. Ability to interpret an extensive variety of technical instructions in written and diagrammatic form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

As required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to move; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is also required to stand occasionally. The employee must occasionally lift or move up to 10 pounds. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus. The employee is required to perform off site duties through the use of a personal vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.