



## Salt Lake County Job Description

### Associate Division Director – Behavioral Health

**DEPARTMENT:** Human Services

**DIVISION:** Behavioral Health/2250

**JOB CODE:** 084 **GRADE:** 018

**FLSA STATUS:** Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 10/10/2013

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

In conjunction with the Division Director, guides the overall direction, growth, budget, and culture of the Division. Oversees the design and implementation of all auditing functions, utilization management functions, delivery of services, and contracting for clinical services. Manages Division programs, personnel, and initiatives. Leads the strategic planning process of programs to meet goals and objectives.

#### **MINIMUM QUALIFICATIONS**

Master's Degree in Social Work, Psychology, Marriage and Family Therapy, or Counseling from an accredited college or university, plus ten years (10) years of post-Master's related experience, of which five (5) years must have been in direct clinical services, and three (3) years must have been administering and managing a mental health and/or substance use disorder program(s). Education may not be substituted for the required direct clinical services or program management.

Must possess a current license in the State of Utah to practice as a Clinical Social Worker (LCSW), Clinical Mental Health Counselor (CMHC), or Marriage and Family Therapist (MFT).

Due to the nature of this position, the successful applicant must pass a required pre-employment background check.

A valid Driver's License issued by the State of Utah is required at the time of hire.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Assists in the overall leadership of the division by providing input in the areas of planning, staffing, program development, budgeting and total division operation.
- Assists with and implements strategic initiatives and goals for the division.
- Keeps the Division Director apprised of the organizational climate, identifies problems, either actual or anticipated and provides consultative assistance.
- Oversees, directs, and provides continuous oversight for the development and operation of assigned programs.

- Evaluates the allocation of division staffing resources and makes recommendations for effective and efficient service delivery.
- Assists with monitoring and managing the division's budget.
- Manages, directs, and coordinates activities through managers and supervisors, which includes hiring, firing, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline.
- Assists with the development of, makes recommendations and implements policies and procedures necessary to the effective management and operation of the Division.
- Ensures compliance with policies, procedures, laws and regulations.
- Establishes and maintains effective working relationships with internal and external stakeholders.
- Oversees and directs the quality assurance annual auditing processes to ensure compliance with Medicaid regulations, Division of Behavioral Health's contract(s), Utah Department of Professional Licensing (DOPL) Scope of Practice regulations, American Society of Addiction Medicine (ASAM) placement criteria, and adherence to Clinical Best Practices Standards.
- Oversees and directs the internal clinical auditing of the division's Access to Recovery (ATR) and Drug Court Assessment programs; oversees and directs the Utilization Management/Review (UM) process, setting minimum standards for authorizations, and establishing an authorization policy.
- Evaluates the contracted provider programs, compiles statistical data and other program information, and implements program modifications and adjustments as needed through contract amendments.
- Monitors efficacy of inpatient mental health, residential mental health and SUD, and all outpatient SUD services to facilitate the evidence-based treatment, clinical best practices, and the appropriate utilization of budgeted public monies.
- Oversees patients currently in the Utah State Hospital to ensure discharge planning is properly implemented, including behavioral health services and housing.
- Oversees and monitors the appeals process for adverse actions our MCO has taken. Works directly with MCO legal counsel to review drafting of complex legal documents regarding Medicaid administrative hearings.
- Oversees the preparation of the contractor for the External Quality Review (EQR) and responds to the written report issued by the EQR Organization.
- Investigates and resolves complaints from consumers.
- Responsible for Sentinel Event reviews.
- Represents the division at the Utah Department of Human Services high level staffings.
- Advises Division Director on matters pertaining to the administration, behavioral health strategies and the direction of the division. Represents the Division Director on committees, boards, and at meetings.
- Acts as policy advisor to the Division Director and primary liaison between the Division and the Utah Department of Health (DOH).
- Works with industry leaders, department and division personnel, communication organizations, private

industry, and federal, state and local agencies to ensure proper public behavioral health representation in policy and program initiatives, and implement behavioral health goals and objectives.

- Provides training and technical assistance to mental health contractors, psychiatrists, other Master's level clinicians, and local contracted treatment providers; oversees the training and approval of Mental Health Officers and the approval of all Designated Examiners.
- Work in conjunction with the contractor to manage the civil commitment list.
- Act as the Division HIPAA Privacy Officer.

## **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

### **Knowledge of:**

- Program management
- Staff development
- Organizational development
- Budget preparation and management
- Strategic planning
- Project development
- Mentoring and coaching
- Medicaid regulations, policies and procedures
- Mental health and substance abuse treatment and prevention, theory and practice
- Federal Confidentiality Regulations (HIPAA and CFR 42 Part 2)
- Thorough knowledge of federal, state, and local requirements relating to mental health and substance use disorder treatment
- Alcohol and Drug Abuse Prevention and Treatment Continuum in Salt Lake County
- Current DSAMH Preferred Practice Standards
- State Funding Agency regulatory requirements
- Health care benefit plans, managed care organizational structures, private health organizations
- Learning theory and training techniques
- Community organization, public, media relations
- Fiscal management and grant writing

### **Skills and Abilities to:**

- Work with computer software related to job specific duties
- Manage the financial aspects of the division
- Resolve conflict effectively
- Communicate effectively, both verbally and in writing

- Analyze and solve problems
- Supervise effectively
- Establish and maintain appropriate working/supervision relationships
- Act independently
- Develop, interpret, and administer policies and procedures
- Think logically and systematically, effectively apply general principles to specific conditions and solve complex problems
- Perform effectively in stressful situations

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work duties are typically performed in a general office setting. Travels to locations throughout the County.

### **IMPORTANT INFORMATION REGARDING THIS POSITION**

This position is expected to respond to calls, texts, and emails prior to or after the scheduled shift (this includes weekends and holidays).

Revised Date/Consultant's Initials: 11/15/2017 GB