POSITION DESCRIPTION

Director, Region 1 Regional Initiatives

JOB TITLE: Director, Region 1 Regional Initiatives

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a professional level (FLSA non-exempt) position. The incumbent is responsible for the development, implementation and monitoring of Region 1 initiatives (i.e. Discharge Assistance Program, Local Inpatient Purchase of Services / LIPOS Contracting, Regional Utilization Management Committee, Substance Use Regional Access Team, and other Regional initiatives to be developed) according to priorities established by the Region 1 Executive Director’s Forum. Major Duties will include providing leadership and oversight of all assigned initiatives, staff supervision, implementation and further development of the Region 1 initiatives; including coordination of all project activities with CSB staff, State Hospital and Training Center staff, the Department of Behavioral Health and Developmental Services, and all other community stakeholders. At the direction of the Region 1 Executive Director forum; develop, implement and monitor all programming including but not limited to: utilization management, hospital diversion, referral, involvement with community stakeholders, community education and liaison, provider network oversight and communications, as well as finical/budget program responsibility. This position will be accountable to the Region 1 Executive Director Forum and receives day-to-day supervision from the host CSB. The position also supervises the Regional Office staff.

The incumbent is expected to function with initiative and independent judgment with unusual situations being referred to the supervisor for policy clarification or interpretation.

The essential functions of this job are starred below (*) under “Major duties”.

MAJOR DUTIES:

1.* Develops, supervises, monitors and evaluates the Region’s service delivery programs for Region 1 initiatives;

2.* Coordinates Region 1 initiative’s services with Region 1 CSBs, State Hospitals, Training Center and the DBHDS;

3.* Acts as a liaison with other agencies providing services and the consumer and family groups;

4.* Develops, administers and manages the Region 1 reinvestment initiative’s budget in conjunction with Regional fiscal agent;

5.* Verifies vendor invoices and authorizes vendor payments; reconciles the balances on a monthly basis.

6.*Develops and submits utilization, financial, outcome and evaluation reports as required;
7. Ensures all Region 1 Initiative’s programming is in compliance with DBHDS licensure requirements and applicable regulatory standards;

8. Acts as a liaison and coordinates services among the Region 1 CSBs to ensure maximum cooperation and communication;

9. Develops and implements quality assurance and utilization management protocols for all Region 1’s initiatives, services and programming;

10. Establishes goals, objectives, performance indicators, and QA/UM protocols for the Region 1 initiatives;

11. Ensures compliance with all state, local and federal regulations as they relate to treatment, community support and third party reimbursement;

12. Ensures that quality standards are maintained by all staff involved in the Region 1 Acute Care Initiative;

13. Ensures accountability for all Region 1 initiative program budgets. Develops and monitors all Regional program service budgets. Closely monitors Medicaid and other third party revenues generated and makes appropriate programmatic changes to increase revenues where possible;

14. Works to develop alternative funding sources. Assists in the development of grant applications and ensures effective implementation of new grant programs;

15. Represents the Region 1 initiatives on various internal and external committees as needed or as assigned; and,

16. Develops information technology resources and assistance necessary to maintain an up to date consumer information data base and information sharing system in compliance with HIPPA and other confidentiality regulations.

MANAGER PERFORMANCE EVALUATION STANDARDS

This position is evaluated according to Manager Performance Evaluation Standards.

QUALIFICATIONS: Master’s Degree in the Behavioral Sciences or Healthcare Administration, with extensive professional work experience related to behavioral health.

The incumbent needs to possess the following knowledge, skills and abilities;

Knowledge of:

Thorough knowledge of the services, programs, service providers and population characteristics to be served;
Thorough knowledge of management principles and practices applicable to behavioral health programs;

Excellent knowledge, skills and abilities in word processing, spreadsheet, and database systems;

Excellent knowledge, understanding and sensitivity to issues of persons affected by serious mental illness, substance use, and developmental disabilities;

Extensive knowledge of the behavioral healthcare delivery system for the state;

Good knowledge of consumer management information systems including clinical record management and reimbursement billing functions;

Skills in:

Excellent skills in oral and written communication and generation of program reports, utilization reports, quality improvement reports and project updates;

Excellent skill and ability in relating to and coordinating with other health/humans services agencies;

Abilities to:

Outstanding ability to communicate effectively with a wide variety of individuals including consumers, family members, staff, referral sources, and the public. Ability to creatively develop solutions and strategies to resolve complicated healthcare system issues/barriers for consumers;

Ability to effectively relate to persons with serious mental illness, substance use, and developmental disabilities and their families;

Ability to work independently yet function effectively as a team member with multiple level of supervision and guidance;

Ability to manage multiple priorities, with attention to detail, standard of excellence in the work product, and lead to completion;

Ability to set priorities and effectively manage time and project.

POSITION LOCATION: Region Ten CSB
500 Old Lynchburg Rd
Charlottesville VA 22903

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