



Cow Creek Government Office

Behavioral Health Manager

Job Code: 2402
Department: Cow Creek Health & Wellness Center
Location: Roseburg, OR.
Minimum Salary: \$67,897.33

Date Written/Revised: 12/21/2021

POSITION PURPOSE:

Responsible for the 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.

ESSENTIAL FUNCTIONS:

- Analyzes, organizes and manages clinical and non-clinical operations of assigned areas.
- Overall accountability and oversight of assigned clinic(s), services and programs including financial and operational performance, provider practice efficiency; timely and accurate documentation, service excellence, budget development and management; staffing, talent/performance management. Engages appropriate stakeholders in the review and dissemination of area financial and productivity performance.
- Manage the selection, training, coaching, mentoring, development and evaluation of assigned staff.
- Ensures that legal and regulatory standards as well as clinic and/or program and department policies and procedures are implemented, applied consistently and monitored.
- Strong problem solving, decision making, team building, process improvement, leadership and time management skills required.
- Excellent interpersonal communication skills both written and verbal.
- Proficient use of computers including electronic medical records, MS Office applications.
- Knowledge and experience in QI/QA. Data analytics.
- Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

- Ability to develop and evaluate policies and procedures.
- Skill in planning, directing, and administering efficient departmental procedures and to professionally direct staff in day to day activities, including tracking multiple projects.

QUALIFICATION STANDARDS:

- Bachelor's degree in Behavioral Health or Social Services, required.
- Two years experience managing health care clinics or behavioral health clinics, required.
- Experience in working with Native American/Alaskan Native populations, preferred.
- Extensive knowledge with electronic medical records.
- Experience managing grants – writing reports, managing the budgets and carrying out all programmatic aspects.
- Ability to communicate professionally and effectively in written or verbal form and work effectively with staff, managers, and administrators.