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## Position Description

## Behavioral Health & Substance Use Disorder Program Manager

## Supervised by: Clinical Quality Manager

## Location: Sioux Falls, SD or Bismarck, ND

Status: Full-time or Part-time

**Purpose:** The Behavioral Health and Substance Use Disorder Manager serves as the lead staff member for the Community HealthCare Association of the Dakotas (CHAD) to drive CHAD’s behavioral health integration strategy work. This position enhances CHAD’s ability to support membership and potential members which serve low-income, geographically isolated, minority, homeless and migrant populations in both North Dakota and South Dakota.

**General Description:** Under the supervision of the Clinical Quality Manager, and in accordance with CHAD policies and procedures, this position is responsible to promote, support and facilitate the integration of behavioral health and substance use disorder (SUD) services in the community health centers (CHC) in the Dakotas and collaborate with state and national partners. This position will provide training and technical assistance to behavioral health and SUD providers who work in a primary care setting.

**Essential Duties & Responsibilities:**

* Develop, implement, coordinate and provide training and technical assistance to health centers on various behavioral health and substance related topics, such as integration of care, SBIRT (screening, brief intervention, referral and treatment), medication assisted treatment (MAT), and evidence-based behavioral health services/modalities
* Lead CHAD’s behavioral health integration strategy work and initiate on-going training opportunities for health centers in the Dakotas.
* In coordination with the Clinical Quality Manager assess training and technical assistance needs of the health centers for treating substance use disorders and other behavior health conditions and implement responses to identified needs.
* Assist CHC’s to improve quality of care for behavioral health and substance use disorder patients.
* Provide coaching and generally collaborate with care teams to improve and increase behavioral health and addiction medicine services.
* Research and compile promising and best practices in behavioral health and SUD treatments to be shared with CHC’s.
* Compile, organize and maintain up to date training and technical assistance resources, and disseminate information to CHC’s.
* Work in coordination with CHAD’s communication, marketing and graphic design staff to create material and messaging for pertinent behavioral health and SUD campaigns.
* Develop and foster relationships and partnerships with key stakeholders, state agencies, departments, coalitions etc…
* Lead CHAD’s behavioral health and SUD peer networking team.

**Qualifications:**

* Bachelor’s in Social Sciences, Human Services, Counseling, Psychology or Social Work Master’s degree preferred.
* 3+ years of behavioral health/SUD services – preference given to candidates with experience in Federally Qualified Health Centers (FQHCs) and/or Rural Health Centers (RHCs) or direct experience with Medicaid beneficiaries
* Experience with behavioral health integration into primary care
* Demonstrated experience working with culturally diverse populations
* Knowledge of quality improvement in clinical setting
* Excellent verbal and written communication skills
* Ability to work closely with state and federal entities
* Ability to work and communicate with all levels of clinicians/staff
* Computer proficiency with MS Office

**Other requirements**

Applicant must be able to:

* Function effectively on an independent basis;
* Maintain positive and cooperative working relations with clients, office staff, Board of Directors, and professionals from diverse backgrounds;
* Present a professional image to persons who have diverse interests and ideas;
* Travel by automobile and/or airplane to multiple locations in North and South Dakota with some overnight stays; and,
* Obtain a valid driver’s license.

**Physical Environmental Factors:**

Works in a professional office environment, requiring significant interaction with diverse health and professional associates. May be exposed to noise if working near the office machines. Requires prolonged sitting, some bending, stooping, stretching and ability to use stairs. Requires eye-hand coordination and manual dexterity sufficient to operate an automobile, keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate reports, make presentations, view a computer screen and operate an automobile.

Community HealthCare Association of the Dakotas reserves the right to amend this job description as operational needs dictate. CHAD is an at-will employer.

I have read the above job description and understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodations. I have discussed any questions I may have about this job description prior to signing the form.

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_