**DIRECTOR OF TREATMENT AND RECOVERY SERVICES**

Responsible for developing, monitoring, & evaluating a continuum of treatment & recovery services funded by the Mental Health, Drug & Alcohol Services Board of Logan & Champaign Counties. This individual will monitor contracts for performance outcomes & budget, provide quality improvement recommendations, lead community initiatives, grant applications & management, statistical management, analysis & reporting. Building and maintenance of collaborative relationships with community leaders in both counties. Master's level licensed clinician in Mental Health and/or Chemical Dependency required. Send resume/vita history to: SEARCH, MHDAS Board of Logan & Champaign Counties, P.O. Box 765, West Liberty, OH 43357 or via email to info@mhdas.org.

**ORGANIZATION: POSITION TITLE:**

**POSITION DESCRIPTION**

MENTAL HEALTH, DRUG & ALCOHOL SERVICES BOARD OF LOGAN & CHAMPAIGN COUNTIES

DIRECTOR OF TREATMENT & RECOVERY SUPPORT SERVICES

# POSITION SUMMARY

The Director of Treatment & Recovery Support Services is responsible for planning, monitoring and evaluating services for clients funded by the Board, including some performance based contracts; assistance with the Board's strategic planning and establishing priorities; assistance with planning and implementing a community needs assessments in each county regularly; developing competitive grant proposals for dollars to support the Board's mission and priorities; acting as a consultant/convener/leader of diverse local community sectors in coming together to address behavioral health issues; developing tools and resources to educate the community of local and surrounding resources to address the continuum of needs in behavioral health.

# MAJOR DUTIES:

1. Develops and maintains accurate and effective tracking systems for MHDAS Board contracts for treatment and recovery support services.
2. Evaluates and monitors the programmatic effectiveness and client outcomes of community mental health and addiction services.
3. Works with the Executive Director to maintain policies and procedures that accurately reflect the current practice for treatment and recovery supports matters.
4. Gathers data to evaluate the effectiveness of contracted services and makes recommendations to the Executive Director for renewing or not those contracts annually.
5. Searches for grants that align with the MHDAS Board mission and priorities, and takes a lead in preparing grant proposals for submission to federal, state, local and private funding sources. Partners with other community agencies in the planning, implementing and reporting of collaborative projects and proposals.
6. Manages grants received by the MHDAS Board related to treatment and recovery support services, including grant reporting, data tracking and fiscal monitoring.
7. Keeps abreast of current state and federal legislation and research related to mental health and addiction treatment programs.
8. Acts as a consultant/expert to providers, community social services agencies, associations and individuals related to mental health and addiction issues.
9. Assists in the development and execution of a 5-year strategic plan; assists with the MHDAS Board's annual Community Plan.
10. Works with community health partners to develop, administer and analyze a needs assessment in each county as required by the state and/or the MHDAS Board.
11. Reviews monthly crisis and in-patient reports from the provider agency and keeps Executive Director informed of any trends or noteworthy changes in the data.
12. Participates in quarterly reviews with contract provider agencies to review Quality Performance Indicators, utilization, effectiveness outcomes and fiscal viability.
13. Represents the Board at local and regional meetings and conferences.
14. Helps to lead or represents the MHDAS Board on various community Coalitions, and stakeholder groups. I.e.: CORE, Suicide Prevention Coalition, Specialty Docket Advisory Team.
15. Represents the MHDAS Board at Probate Hearings involving Board clients.
16. Manage forensic cases of Board clients and assure that the Court receives reports and information as mandated/ordered from the provider.
17. Take phone calls coming to the Board office requesting assistance with treatment or recovery services and link them with appropriate service connections.
18. Build and maintain a comprehensive list of local resources for treatment and recovery services in Logan & Champaign Counties. Distribute this information regularly with updates to various referring partners. I.e..: jails, courts, schools, **HR** staff in business community, churches, etc.
19. Serve as the Board's representative in the following roles:
	1. Clients Rights Officer
	2. Privacy & security Officer - See Attachment A
	3. Safety Officer - See Attachment A
20. Actively participates in regional alliance efforts, including those committee involvements pertaining to the MHDAS Board's adjustment and changes resulting from managed care and behavioral health redesign implementation.
21. Works with the Executive Director and Director of School & Community Based Prevention to develop agenda items and reports for the Board's Programming, Evaluation, and Advocacy Committee.
22. Assists with planning topics and content for Board Member Trainings; including completing process for OMHAS approval.

POSITION DESCRIPTION - DIRECTOR OF TREATMENT & RECOVERY SERVICE SYSTEMS - (cont.)

1. Plans for local professional development training for Board staff, provider agency staff and community partner agencies based on areas of needed growth or capacity expansion. Maintains Board's CEU Provider status through CE Broker and determines trainings eligible for CEU awards.
2. Maintains documentation, reports and information in a professional, organized manner.
3. Carries out other duties as assigned.

POSITION DESCRIPTION - DIRECTOR OF SERVICE SYSTEMS - (cont.)

# MINIMUM QUALIFICATIONS:

Master's Degree in mental health and/or drug and alcohol, or related discipline, mental health and/or drug and alcohol administration, or another related field. Current or eligible Ohio Licensure in behavioral health. Three years of experience in planning, evaluating and/or research in a mental health and/or drug and alcohol related field and two years of management/supervision experience. Knowledge of/or experience with ADAMHS Boards and relevant State laws and service standards. Completion of a satisfactory criminal background check.

# PHYSICAL DEMANDS AND WORKING CONDITIONS:

Work is primarily sedentary. Some standing and walking is performed. Travel is required. Pressure of work is medium to very heavy.

# JOB RELATIONSHIPS:

Supervised by: Executive Director

EXECUTIVE DIRECTOR APPROVAL: DATE:

# ATTACHMENT A

**Core Functions/Responsibilities of the Board Privacy and Security Officer**

* Provides development guidance and assists in the identification, implementation, and maintenance of organization information privacy policies and procedures in coordination with organization management and administration, and legal counsel.
* Performs initial and periodic information privacy risk assessments and conducts related ongoing compliance monitoring activities in coordination with the entity's other compliance and operational assessment functions.
* Works with legal counsel and management, key departments, and committees to ensure the organization has and maintains appropriate privacy and confidentiality consent, authorization forms, and information notices and materials reflecting current organization and legal practices and requirements.
* Oversees, directs, delivers, or ensures delivery of initial and on-going privacy training and orientation to all employees, volunteers, medical and professional staff, contractors, alliances, business associates, and other appropriate third parties.
* Participates in the development, implementation, and ongoing compliance monitoring of all trading partner and business associate agreements, to ensure all privacy concerns, requirements, and responsibilities are addressed.
* Establishes with management and operations a mechanism to track access to protected health information, within the purview of the organization and as required by law and to allow qualified individuals to review or receive a report on such activity.
* Works cooperatively with the IS and Medical Records Directors and other applicable organization units in overseeing patient rights to inspect, amend, and restrict access to protected health information when appropriate.
* Establishes and administers a process for receiving, documenting, tracking, investigating, and taking action on all complaints concerning the organization's privacy policies and procedures in coordination and collaboration with other similar functions and, when necessary, legal counsel.
* Ensures compliance with privacy practices and consistent application of sanctions for failure to comply with privacy policies for all individuals in the organization's workforce, extended workforce, and for all business associates, in cooperation with Human Resources, the information security officer, administration, and legal counsel as applicable.
* Initiates, facilitates and promotes activities to foster information privacy awareness within the organization and related entities.
* Serves as a member of, or liaison to, the organization's IRB or Privacy Committee, should one exist. Also serves as the information privacy liaison for users of clinical and administrative systems.
* Reviews all system-related information security plans throughout the organization's network to ensure alignment between security and privacy practices and acts as a liaison to the information systems department.
	+ Works with all organization personnel involved with any aspect of release of protected health information, to ensure full coordination and cooperation under the organization's policies and procedures and legal requirements
	+ Maintains current knowledge of applicable federal and state privacy laws and accreditation standards, and monitors advancements in information privacy technologies to ensure organizational adaptation and compliance.
	+ Serves as information privacy consultant to the organization for all departments and appropriate entities.
	+ As Civil Rights Coordinator, cooperates with the Office of Civil Rights, other legal entities, and organization officers in any compliance reviews or investigations.
	+ Works with organization administration, legal counsel, and other related parties to represent the organization's information privacy interests with external parties (state or local government bodies) who undertake to adopt or amend privacy legislation, regulation, or standard.

# MHDAS BOARD STAFF JOB DESCRIPTION

**RECEIPT AND ACKNOWLEDGEMENT**

I have received a copy of the Job Description for my position which lists my duties while I am employed by the Logan/Champaign MHDAS Board. I have read this description and understand the expectations and agree to follow them during my employment with the Board.

(Signature) (Date)

(Print Name)