



## Job Announcement

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<b>Position Title:</b>	Behavioral Health Care Coordinator – Substance Use Disorders
<b>Employment Status:</b>	Full-Time – Overtime Exempt (not eligible for overtime)
<b>Reports to:</b>	Clinical Director
<b>Salary:</b>	\$4,716.40 - \$7,498.39 monthly
<b>Closing Date:</b>	Open until filled

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### **Agency Description**

The Mid-Valley Behavioral Care Network (MVBCN) contracts with Willamette Valley Community Health (WVCH) to administer the behavioral health benefits for Oregon Health Plan (OHP) members in Marion and Polk counties.

### **Responsibilities and Duties**

Provides clinical review and care coordination for OHP members with complex behavioral health needs.

### **OHP Member and Provider Services Duties**

Duties include, but are not limited to the following:

- Reviews clinical documentation for the purpose of authorizing behavioral health requests and utilization review for continued stay for adult services (i.e., inpatient psychiatric hospitalization, residential treatment and partial hospitalization for substance use disorders and eating disorders)
- Provides clinical review, authorization for treatment, and utilization review for out-of-panel requests for outpatient services and specialty care
- Facilitates transition of care including discharge planning and coordination with community resources
- Provides ongoing utilization review for OHP members in residential treatment or partial hospital programs
- Analyzes residential discharge outcomes and make system improvement recommendations
- Implements utilization management guidelines, metrics, and processes
- Provides service coordination, consultation and clinical problem-solving and support to in-panel providers, out-of-panel providers, primary care providers, and residential treatment programs
- Provides navigation and support for OHP members facing exceptional challenges accessing care
- Collaborates with inpatient hospitals to ensure rapid access to behavioral health services following discharge
- Other duties as assigned

### **Systems Duties**

- Participates in provider site reviews and audits with a focus on clinical documentation and treatment to support funding, including, but not limited to analysis, reporting, and technical assistance
- Identifies barriers and system gaps to improve access to services
- Researches data outcomes to determine trends and recommend system improvements to BCN leadership
- Participates in BCN quality improvement process to develop and analyze meaningful metrics for systems improvements
- Represents BCN in intensive care management meetings with community partners
- Other duties as assigned

## **Other Responsibilities**

- Establishes and maintains professional and positive relationships with co-workers
- Complies with MVBCN policies, procedures, and code of conduct
- Complies with WVCH, state, and federal policies, procedures, rules, and regulations
- Uses desktop and/or laptop computer and possesses knowledge and experience with Windows 7 or later and Microsoft Office Suite programs
- Participates in employee training and orientation
- Provides back-up and training to co-workers
- Maintains punctual and regular attendance
- Possesses or is able to obtain driver's license and maintain acceptable driving record and is willing and able to drive for MVBCN business; or is willing and able to arrange for transportation for MVBCN business
- Maintains required licenses, certifications, and credentials as required of the position

## **Job Requirements**

### **Education, Experience, and Training**

1. Possession of a graduate degree in Psychology, Social Work, Recreational Therapy, Music Therapy, Art Therapy or a Behavioral Science Field and three (3) years post-graduate experience in the mental health and/or substance use disorder field
2. Preference for current Oregon licensure as an LPC, LCSW, LMFT, Psychologist, Psychiatric Mental Health Nurse Practitioner
3. Preference for a CADAC

### **Additional Requirements**

- BCN will obtain a copy of the driving history of final candidate.
- Final candidate must provide and maintain proof of personal automobile liability insurance, at a minimum, in the amount required by Oregon Law (ORS Chapter 806).
- This position is subject to the following: Must not be excluded from participation in the federal health care programs (Medicaid, Medicare and other federally funded programs that provide health benefits); AND must not be excluded from participating in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).
- The finalist for this position may be required to pass a criminal history background check, however conviction of a crime may not necessarily disqualify an individual for this position.

### **Knowledge, Skills, and Ability**

Knowledge of: the techniques and principles of psychological, behavioral, addictive, and/or neurological disorders and the application of treatment to such disorders

Knowledge of and ability to: function within a professional code of ethics

Skill and ability in: treatment of individuals with mental health, substance use disorders and dual diagnoses issues; evaluation of psychiatric or substance use services; preparation of concise and complete reports in a professional and timely manner; implementation of recommendations and directives

### **Benefits**

- Regence Blue Cross Blue Shield or Kaiser Permanente for medical, dental, vision benefits for employee & dependents
- Employee-funded Flexible Spending Account (FSA) for qualified healthcare expenses

## Benefits Continued

- Employer-paid basic life insurance for employee
- Employer-paid accidental death & dismemberment
- Employer-paid long-term disability
- Oregon Family Medical Leave (OFL)
- EAP Program
- Wellness Program perks and discounts
- Supplemental and spouse life insurance
- Voluntary dependent coverage
- Voluntary short-term disability
- 6% employer paid retirement contribution to PERS
- 401K for Directors
- Employee-funded Oregon Savings Growth (OSG) 457 deferred comp plan
- Paid bi-weekly on Friday (every 2 weeks)
- Vacation accrual = 13 days/year (can carryover from year to year up to a maximum of 300 hrs. accrual)
- Sick leave accrual = 12 days/year (can carryover from year to year; no maximum accrual)
- Paid Holidays = 10
- Personal Days = 2

## Physical Requirements

- Operates a motor vehicle
- Sees using depth perception
- Stands, sits, moves about the work area
- Lifts and carries up to 5 lbs.
- Pushes and pulls up to 10 lbs.
- Moves carts weighing up to 10 lbs.
- Operates a keyboard/mouse/trackball
- Uses rapid-mental/hand/eye coordination
- Speaks clearly and audibly in person and by telephone
- Reads a 12-pt. font
- Distinguishes colors and shades
- Hears a normal level of speech

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will be considered without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, or sexual orientation. To ensure the broadest range of services to individuals with disabilities, BCN is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.

This announcement is meant only as a descriptive recruitment guide and is subject to change. Further, it does not constitute either an expressed or implied contract.

### How to Apply:

Please submit resume and cover letter to: Andrea Dabler, [adabler@mvmvbcn.org](mailto:adabler@mvmvbcn.org)