

Job Title: Director, Physical and Integrated Healthcare Programs
Department: Administration
Reports to: Chief Executive Officer
Exempt X Non-Exempt

I. Job Summary

The person in this position is responsible for the administrative, management and day-to-day operations of the agency's physical and integrated healthcare programs. He/she develops, directs and supervises the physical and integrated healthcare programs and is responsible for establishing and monitoring healthcare, quality improvement and efficiency targets and outcomes. This person acts as consultant to the Chief Executive Officer and other Executive Leadership regarding physical and integrated healthcare and works with other key staff in areas of quality improvement, grants management and other as indicated.

II. Job Duties

A. Core Functions and Responsibilities

1. Supervises staff FTE assigned to the Physical and Integrated Healthcare Programs in all non-Medical functions. Works as consultant to the Medical Director regarding medical issues within the programs.
2. Provides leadership to grant, Medicaid and insurance programs within the Programs and consults internally as indicated.
3. Evaluates clinical, efficiency, fiscal, productivity and quality outcomes of the Programs and designs and implements quality and other improvement activities.
4. Provides oversight and assists with day-to-day operations of the Programs.
5. Establishes and maintains relationships with payers including Medicaid and non-Medicaid entities and foundations with interest/involvement in physical and integrated healthcare with Aged, Blind and Disabled and other population groups. As indicated, works with such entities regarding pilot healthcare models.
6. Assists in the development and implementation of an Electronic Medical and Health Record designed to meet integrated healthcare standards and requirements and federally required "Meaningful Use." Assures staff use of the electronic record to best meet needs of patients and the organization.
7. Performs assignments as directed by the Chief Executive Officer regarding the management and operation of the Physical and Integrated Healthcare programs.
8. Acts as consultant to the Medical Director, Director of Pharmacy and Clinical Directors regarding the operations of the physical and integrated healthcare programs, benefits of consumer/patient participation in integrated care and monitoring and management necessary to assure optimal benefit to patients.
9. Gathers, maintains and disseminates information on a national, state and local

scope regarding physical and integrated healthcare and models of service provision. Provides staff consultation, training and development regarding services, models and consumer healthcare impact.

10. Participates in administrative, clinical and planning meetings as required; leads such activity as assigned.
11. Works with Grants Manager and Executive Leadership Staff regarding grant and other opportunities for funding of the physical and integrated healthcare programs.
12. Provides other functions as might be requested from Chief Executive Officer and Executive Leadership Staff. Such activity may include working with the Director of Human Resources regarding the development and approval of Continuing Education Units for education and training for Counselors, Social Workers and Marriage and Family Therapists.

III. Job Specifications

A. Qualifications

Person must be a graduate of an accredited College or University with a Master's Degree in Psychology, Social Work, Counseling, Nursing or other related mental health specialty; must hold a current independent license with supervisory specifications and have at least 7 years of upper administrative/management experience. Prior work and knowledge in integrated and physical healthcare preferred. The person in this position must have conceptual and program development skills, excellent oral and written communication abilities and demonstrated human relations and team building experience and skill.

B. Supervisory Responsibilities and Level of Authority

Person in this position directly supervises administrative and operations FTE assigned to physical and integrated healthcare programs and consults with the Medical Director regarding Medical supervisory issues. The Director of Physical and Integrated Healthcare Programs reports directly to the Chief Executive Officer.

C. Scope and Complexity of Job Duties

Duties require excellent judgment, initiative and abilities necessary for the successful operation of the Programs. Knowledge of physical and integrated healthcare and federal and state physical and integrated healthcare policy and programs for ABD and indigent populations is critical to this position.

D. Interpersonal Relationships within the Agency and Community Environments

This is a highly visible position. A significant degree of judgment, negotiation, relationship building and interpersonal skill is required. Ability to work among/across racial, cultural and socio-economic populations and with professionals and non-professionals is required. The person needs to have the ability to build and encourage team work and support agency goals as well as administrative and line-staff employees.

E. Working Conditions and Environment

Are there particular working conditions associated with this position that should be noted (i.e., working environment, hours of work, travel, work space, etc.)? Yes No If Yes, explain:

In emergency situations, could be exposed to unpredictable and assaultive clients/patients. Exposure to communicative disease/illness could occur. Travel will be required as well as occasional evening or week-end hours.

F. Level of Supervision

Weekly Bi-Monthly Monthly As needed

G. Special Populations Served

SMD Adults, Older Adults, Adults with Dual Diagnosis including mental illness with drug/alcohol addiction and development disabilities, Adults with HIV/AIDS and other communicable diseases, and adult Sex Offenders. Adolescents are also served by the Organization.

H. Required Trainings

All as required by the Organization

I. Other Requirements

Identify the activities and conditions that traditionally apply to the essential functions of the position, indicating frequency:

C – Constantly activity or condition exists more than 60% of the time
F – Frequently activity or condition exists 20% to 60% of the time
O – Occasionally activity or condition exists less than 20% of the time
N – Not Applicable activity or condition does not exist

A. Mental Activities

Reading C Writing C Calculating F

Oral Communications C Reasoning C Analyzing C

B. Physical Requirements

Standing F Bending O Walking F

Climbing O Kneeling O Sitting F

Reaching O Seeing C Keying F

Feeling O Speaking C Hearing C

Handling F Driving O

Lifting 0 – 20 lbs F Lifting 20 – 50 lbs N

Carrying 0 – 20 lbs O Carrying 20 – 50 lbs N