

# SKAMANIA COUNTY JOB DESCRIPTION

**TITLE: BEHAVIORAL HEALTH MANAGER  
MENTAL HEALTH/CHEMICAL DEPENDENCY**

**FLSA STATUS:  
Exempt  
Approved: 1/20/10  
Range: 29**

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## **SUMMARY**

This position is responsible for supervising assigned behavioral health staff, administering, planning, organizing and directing. Activities may focus on the individual and/or community based behavioral health issues and emphasizes safety for the individual and community. The position uses sound professional judgment, conforms to adopted policies and procedures, solves problems and achieves results consistent with stated goals and objectives.

Works with the Community Health Department Director in the development and management of departmental programs and procedures to accomplish local, state and federal behavioral health goals. This position is given significant discretion, within the scope of policy and regulations, in the routine performance of their duties; supervision and guidance are received from the Community Health Director.

## **ESSENTIAL FUNCTIONS**

Plans, implements, and manages Behavioral Health (mental health and chemical dependency) services with organizational, community and behavioral health services team involvement.

Supervises maintenance of proper and accurate documentation of all client records according to state contracts and quality improvement plans.

Provides Behavioral Health assessments and intakes including DSM diagnosis and ASAM criteria.

Supervises and assigns all behavioral health caseloads.

Provides direct service to clients in a primary and back-up role.

Provides crisis and ITA evaluations on an on-call basis.

Applies Evidenced Based therapeutic process and Mental Health and Chemical Dependency knowledge in response to individual health issues.

Manages mental health and chemical dependency audits and quality improvement measures as required by the Regional Support Network and state contracts.

Supervises and evaluates work and performance evaluations for professional clinical staff and other assigned behavioral health staff in accordance with the department's policies and applicable state requirements.

Responsibilities include training employees; planning, assigning, and directing work, evaluating performance; reward, and discipline as necessary, addressing complaints and resolving problems.

Conducts program evaluation of structure, process and outcome of behavioral health care that may include: cost benefit analysis, recording system, quality of intervention, immediate and long term outcomes both intended and unintended.

Collaborates with others including health care providers, community leaders and organizations to implement plans.

In coordination with the Community Health Director, prepares budget estimates, statistical and routine reports.

### **PERIPHERAL FUNCTIONS**

Provides backup professional mental health and chemical dependency services for behavioral health services provided by the Skamania County Community Health Department.

Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of all state and county requirements as well as county requirements contained in the Washington Administrative Code's or other directives in order to meet quality and record keeping requirements.

Knowledge of principles and practices of employee supervision and evaluation.

Skill in Strong leadership.

Ability to assure prompt response to behavioral health emergencies.

Ability to supervise, train, assign tasks, and evaluate the work of employees.

Ability to work independently.

Ability to communicate effectively verbally and in writing with clients, staff and the public.

Ability to effectively collaborate and represent Skamania County's viewpoint in contacts with other agencies.

Ability to maintain continuing liaison and professional working relationships with behavioral health agencies and other medical and human service-related agencies and providers.

Knowledge of DSM and ASAM criteria.

## **EDUCATION AND EXPERIENCE**

Master's degree in social work, psychology or other related field, plus two years of clinical experience in mental health and chemical dependency required. Must be registered or licensed in the State of Washington, or working towards such licensure to perform Mental Health Therapist duties. Must have CDP and or working towards the certification within the next 12 months. Must obtain Washington state license within two years of employment.

## **SPECIAL REQUIREMENTS**

Submit to a criminal background check, as required by Washington State Law.

Must have drivers license from state of residence.

## **WORKING CONDITIONS**

Work is performed primarily in an office environment. On-call status is required for emergency situations. Due to the nature of the work, potential hazards exist when dealing with clients.

## **PHYSICAL REQUIREMENTS**

The duties of the above position require standing for extended periods of time, sitting, walking, stooping, bending, reaching, pulling, twisting, and the ability to lift up to 25 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

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The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, or physical/mental disability.

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