

**CLARION COUNTY
MENTAL HEALTH (MH) DEPUTY ADMINISTRATOR
JOB POSTING**

POSITION: Mental Health Deputy Administrator
Full-Time, 80 hours per pay

DEPARTMENT: Mental Health, Clarion, PA

PAY GRADE: \$37,440.00-\$48,040.00

BENEFITS: Up to family coverage for health, dental, and vision insurance effective first of the month after date of hire (employee pays 12.5% of premium, county pays 87.5%). \$1,500 stipend if you do not need the county insurance. Life insurance coverage at no cost to employees. 5 Vacation days first year, 10 vacation days starting second year, 3 personal days per year, 10 sick days per year, 13 paid holidays off. Enrollment in Clarion County's Pension plan (vested after 5 years, eligible to retire at 55 with 20 years of service).

POSTING DATE: Friday, April 29, 2022

DEADLINE TO APPLY: Friday, May 13, 2022 at 4:00 PM.

QUALIFICATIONS: Three years of professional level experience in the field of mental health; and a bachelor's degree; or an equivalent combination of experience and training.

HOW TO APPLY

A County application and copy of your transcripts are required to be considered for the advertised vacancy.

Applications are available at:

www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php

OVERALL OBJECTIVE OF JOB

This is responsible professional work involving mental health program planning, program development, program implementation, and analysis. The employee serves as Clarion County's liaison to all Mental Health Service providers under contract to the county. This position works closely with the Office of Mental Health and Substance Abuse Services (OMHSAS) Regional Field Office, Licensing, the Behavioral Health Managed Care Organization, local governing authorities, the County MH/DD Administrative Office, and all contracted MH service providers associated with the MH needs of county individuals in the oversight and monitoring of services in order to assure adequacy and quality of care.

In addition, the employee supervises the CASSP Coordinator and Forensic Liaison, provides County oversight of the Base Service Unit (Crisis Intervention, Intake, Behavioral Health Court, PATH, SAP, DIC) as well as PEER, Psych Rehab, and DCORT). Considerable initiative and independent judgment are required.

ESSENTIAL FUNCTIONS OF JOB

1. Assists the MH/DD Administrator in program planning and evaluation of Mental Health service delivery system to assure compliance with county, state, and federal regulations. The MH Deputy Administrator:
 - A. Monitors and recommends areas of improvement in all program utilization.
 - B. Authorizes and monitors the use of Base Funds for MA ineligible individuals.
 - C. Monitors agencies and special program's reporting requirements, expenditure of funds.
 - D. Attends state, regional and local level meetings, and trainings in order to maintain current knowledge of program and fiscal regulations and initiatives, including the Western Region County Manager's meeting, Criminal Justice Advisory Board, Children's Roundtable, e. g.

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- E. Assures ongoing compliance with applicable DHS guidelines and requirements; coordinates and participates in preparation for monitoring visits.
 - F. Provides input to the Behavioral Health Managed Care Organization (BHMC0) regarding service start-up, expansion, and utilization.
 - G. Coordinates preparation of annual County Plan Update including annual public meeting(s).
 - H. Manages Letters of Agreement and Memorandums of Understanding with other counties, non-contracted providers, and other stakeholders.
 - I. Participates in the monitoring activities of the Behavioral Health Alliance of Rural PA.
 - J. May serve on pertinent boards and committees to the benefit of programming.
2. Oversees the functions of County Mental Health Programming:
- A. Interprets state regulations and guidelines, county standards and objectives for MH programs to providers when needed.
 - B. Develops and maintains beneficial working relationships with provider agencies and conducts meetings at least quarterly.
 - C. Assures that comprehensive program monitoring is in place; regularly reviews reports of MH services.
 - D. Prepares and submits all necessary reports in response to Department requests.
 - E. Coordinates with BHARP, BHMC0, and Administration on the development of new programs and the search for funding when appropriate.
3. Assists providers with grant applications, letters of support, and special projects.
- A. Keeps Administrator informed of opportunities to access additional resources for special projects that address a county need.
 - B. Works in collaboration with providers to develop special projects, expansion of services, and new programming.
 - C. Consults with the BHMC0 regarding implementation or duplication of services.
4. Supervises the Mental Health Children's Resource Coordinator (CASSP) and the work of that program.
- A. Supervises administrative personnel in children's programming (CASSP and Forensic Liaison)
 - B. Prepares Performance Evaluation and disciplinary reports.
6. Follows all applicable laws related to confidentiality and protection of patients' rights.
- A. Makes himself or herself aware of and complies with all federal, state, and local regulations related to the development and delivery of MH services.
 - B. Knows and complies with HIPAA privacy and security regulations that govern disclosure of protected health information.
 - C. Follows all procedures developed by the agency to comply with those regulations. Access to protected health information is limited as identified on the attached workforce designation.
7. Travels periodically to perform essential functions of job.

OTHER DUTIES OF JOB

- 1. Attends meetings, training, in-services as required.
- 2. Serves on various committees or programs as requested.
- 3. Performs other job-related services as required.

SUPERVISION RECEIVED

Receives occasional instruction and supervision from the MH/DD Administrator in regard to daily work duties.

SUPERVISION GIVEN

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Supervises assigned staff.

WORKING CONDITIONS

1. Works indoors in adequate workspace, lighting, and ventilation but with fluctuations in temperatures.
2. Works with average indoor exposure to noise, but subject to frequent disruptions and stress.
3. Normal indoor exposure to dust/dirt.
4. Works in conditions of potential outbursts or disruptive behavior of consumers.

PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures, and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching, and driving as necessary to carry out duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs, and torso as necessary to carry out duties of job.
4. Sedentary work with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must be able to cope with the physical and mental stress of the position.
6. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
7. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS

EDUCATION/EXPERIENCE

Three years of professional level experience in the field of mental health; and a bachelor's degree; or an equivalent combination of experience and training.

Clearances:

- Must work in conjunction with employer to apply for Act 34 PA State Police Criminal History, Act 151 PA Child Abuse and FBI clearances prior to employment. All clearances must reflect acceptable results.
- Must not appear on Preclusion Lists as defined by "Pennsylvania's Medical Assistance Bulletin 99-11-05 Provider Screening of Employees and Contractors for Exclusion from Participating in Federal Healthcare Programs."

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess effective communication and interpersonal skills.
3. Must possess initiative and problem-solving skills to work effectively with consumers, co-workers, and others.
4. Must possess ability to function independently and have flexibility.
5. Must possess ability to maintain confidentiality in regard to client and staff information and records.
6. Must possess some technical knowledge of operating personal computers and other office equipment as necessary to carry out essential job duties.
7. Must possess ability to make independent decisions when circumstances warrant such action.
8. Must possess ability to supervise staff, delegate and monitor department work duties.
9. Must possess knowledge of department policies and procedures and ability to train others of same and enforce them in regard to department duties and responsibilities.

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10. Must possess knowledge of and ability to practice effective organizational and conflict management techniques.
11. Must possess effective interpersonal skills in dealing with individuals, co-workers, agencies, therapists, physicians, and other professionals.
12. Must possess knowledge of effective social service and psychological skills in carrying out work duties.
13. Must possess some knowledge of and ability to perform math functions and prepare required reports, budgets and/or statistics.
14. Must possess demonstrated knowledge of job-specific services.
15. Must be able to effectively utilize the job-specific database.
16. Must have transportation available and a willingness to travel for work-related job duties.

HOW TO APPLY

A County application and transcripts are required to be considered for the advertised vacancy. Applications are only accepted for positions in which we are *actively* recruiting. Applications received for positions not being advertised or general/blanket applications will be discarded.

Applications are available:

- Online by visiting:
www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php
- In-Person by visiting the Clarion County Human Resource Office on the 2nd floor of the Administration Building located at 330 Main Street, Clarion, PA 16214
- By fax or e-mail. You must contact the Clarion County Human Resource Office by calling 814-226-4000 EXT 2909 to share your e-mail or fax number.

DEADLINE TO APPLY: Friday, May 13, 2022 at 4:00 PM.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
CLARION COUNTY IS A DRUG FREE WORKPLACE

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT AT 814-226-4000 EXT 2909 FOR ASSISTANCE.