

**York County
Job Description**

Job Title: Director of Program Development

Revision Date: February 2015

Full time **Part time**

**Hours of Work: 8:00 - 4:30 and other
hours as needed.**

Hours per week: 40

Shift: First

Department No: 35

**Department Name: HealthChoices
Management Unit**

Reports to (title only): Executive Director, York County Human Services

To be completed by the Human Resources Department:

FLSA Status: Exempt Non-Exempt

Classification:

Grade Level:

Please complete the following to ensure that the essential functions and requirements are accurate, clear and consistent with the needs of the position.

POSITION SUMMARY

A brief description that summarizes the overall purpose and objective of the position and the results that are expected.

The York/Adams HealthChoices Management Unit is the administrative entity created by the Counties of York and Adams to oversee the management of the Medicaid HealthChoices Behavioral Health Program. The York/Adams HealthChoices Management Unit has direct responsibility for all management and administrative functions associated with (1) the contract between the Counties and the Commonwealth of Pennsylvania for the provision of Medicaid covered services and (2) the contract between the Counties and the Behavioral Health Managed Care Organization it chooses as a subcontractor to administer the program. This position is responsible for working with providers on network issues, overseeing network development, planning for the use of reinvestment funds, processing funds and overseeing the day to day operations of the department. This position is expected to ensure the needs of providers are met and business operations are flowing on a timely basis.

ESSENTIAL REQUIREMENTS

Requirements are representative of minimum experience, training, knowledge, skills and abilities.

- Bachelor's Degree required
- Master's Degree preferred
- Minimum of five (5) years experience required in human services, managing projects, contract compliance, and/or with administrative/oversight responsibilities
- Minimum of five (5) years experience preferred in a management position of a Behavioral Health Program with experience in program and fiscal management
- Experience in the public behavioral health system preferred
- Knowledge of local housing issues and HUD regulations is preferred
- Knowledge of recovery and resiliency principles relating to mental illness is preferred
- Knowledge of and proficiency in Microsoft Office software and use of Internet and Email
- Ability to meet deadlines and manage multiple tasks
- Ability to function autonomously with minimal supervision
- Proven attention to detail and timely follow-through
- Superior organizational skills, and verbal and written communication skills
- Analytical and problem solving skills
- Ability to lead meetings
- Ability to take work independently and take a leadership role
- Valid driver's license and own transportation required
- Act 33/34 clearance required prior to employment and on-going as requested
- Criminal Clearance required prior to employment and on-going as requested
- Must meet screening requirements of MA Bulletin 99-11-05 issue date 8/15/11 at the time of employment and ongoing
- Some overnight travel may be required

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develop a number of accountabilities (generally between 10 –20) that covers the tasks, and responsibilities that are most important to the job. Action verbs are most effective in describing these functions.

- Reviews and approves all reinvestment invoices. Provides back-up services to the CFO for the purpose of processing payments in the CFO's absence.
- Ensures monthly screening checks are being completed in accordance with MA Bulletin 99-11-05. Responsible for completing random reviews when needed
- Facilitates a planning process for the use of reinvestment funds
- Writes, implements and monitors all reinvestment projects. Develops monitoring tools and completes monitoring reports
- Completes monthly reinvestment reports to DHS
- Oversee all housing development contracts and monitors annual reporting requirements
- Oversees contract engagement and monitoring with all vendors except the MCO contract
- Implements a process to access and prioritize network development and provider expansion requests. Responsible for communicating outcomes of requests to providers
- Writes and coordinates all RFP's for program expansion. Coordinates a review process for all HealthChoices RFP's
- Completes Alternative Payment Arrangements and Supplemental applications to DHS as needed.
- Writes all policies and procedures for the department
- Develops and oversees all services managed internally for reinvestment.
- Oversees the contracting process and help negotiate terms for reinvestment contracts in accordance with Appendix 'N'. Work with the HCMU's attorney on contract related issues.
- Participates in stakeholder meetings as a point of contact for various workgroups. Provides information, coordinates trainings and gathers information for community partners.
- Researches practice models and proposes new initiatives
- Develop training curriculum for County staff and providers as needed
- Communicates network changes to all key stakeholders
- Assesses network access and makes recommendations for networks expansion
- Oversees and resolves network issues for the department
- Is a point person for Continuity of Government Operations

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- Supervises the Administrative Assistant
- Other reasonable duties as assigned.

ESSENTIAL PHYSICAL AND MENTAL JOB REQUIREMENTS

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Following Directions

- Full Understanding of Both Written and Verbal Instructions Required
- Understanding of Verbal Instructions Only Required
- Understanding of Written Instructions Only Required

2. Communication - English

- Excellent Verbal Communication Skills Necessary
- Basic Verbal Communication Skills Necessary
- Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- Fluent Reading
- Recognition of Signs/Symbols
- Simple Reading
- No Reading Skills Required

4. Hearing

- Ability to Hear Required
- Limited Hearing
- Hearing Not Required

5. Seeing

- 20/20 Vision with Corrective Eyewear
- Limited Vision
- Vision Not Required

6. Functional Math

- Complex Computational Skills (Accounting and Financial Skills)
- Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- Simple Counting Skills
- No Mathematical Skills Needed

7. Time

- Must Tell Time to the Minute
- Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- Several Blocks From Building
- Building Only
- Work Area
- Room Only

9. Mobility Skills

- Mobility Within the Building
- Mobility Within a Four-Block Radius
- Driving Required

10. Sitting

- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

11. Standing

- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

12. Bending

- Knees and Waist
- Waist Only
- Knees Only
- No Bending Required

13. Lifting

- Greater than 30 lbs.
- 10 - 30 lbs.
- Less than 10 lbs.
- No Lifting Required

14. Reaching

- Greater than 6 Feet
- 2 - 6 Feet
- Less than 2 Feet
- Reaching Required

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities and duties required of the job incumbents.