

TANANA CHIEFS CONFERENCE

Job Description rev. 11/05

JOB TITLE (Working): SBIRT Project Manager
Oracle Job Number: 0216.SBIRT Project Manager
Supervisor: Behavioral Health Director
DIVISION: Behavioral Health/Health Services
LOCATION: 122 1st Ave, Ste 400
Fairbanks, AK 99701

Mercer Class:
LEVEL: 6
FLSA: Exempt
STATUS: Full-Time, Regular
ICPA: Y
HIPAA: Y
Safety Sensitive: Y
Fingerprint: Y

Job Summary: Job incumbent shall be responsible for the administration and direction of the SBIRT Project to ensure the delivery of quality services to clients. Job incumbent is responsible for administrative oversight of the program including project start-up, operations and phase-out.

Essential Functions: *This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Representative Duties: Under general supervision of the Behavioral Health Director, job incumbent will be assigned from the following representative duties:

1. Develops SBIRT operating policies and procedures as well as assures adherence to the same. Negotiates new generalist settings for Screening and Brief Intervention services. Finalizes interagency agreements, contracts, billing procedures, fiscal controls and reporting procedures. Sends “Resource Plan” to CSAT for approval. Ensures compliance with local, state and federal regulations related to programs. Develops a culturally competent work environment.
2. Responsible for employee recruitment efforts and making recommendations for hiring, orienting, supervising, training and evaluating of all SBIRT Program employees.
3. Monitors compliance with SBIRT grant regulations in collaboration with the Quality Management and Behavioral Health Directors. Responsible for the preparation and timely submission of all program contracts and grant reports, including monthly, quarterly and annual reports to the Behavioral Health Services Director.

4. Responsible for developing, reviewing and updating all SBIRT Policies and Procedures annually and reviewing with the approval board or committee for acceptance.
5. Chairs the SBIRT Management-Team and adherence to the SBIRT workplan, also serves on the Quality Assurance Committee and attends all required meetings as well as conducts QA audits, as assigned.
6. Responsible for implementing Quality Management within the SBIRT Program, coordinating with staff, other TCC departments and Quality Management as well as assuring compliance with data collection requirements.
7. Attends all project related meetings as well as local network meetings to promote an understanding of the SBIRT services.
8. Assures adherence to confidentiality of client records in accordance with 42 CFR Part II and HIPAA regulations.

Minimum Qualifications:

1. Bachelors Degree in addictions, social work or related field and five years experience in behavioral health care field or Master's in a behavioral health care field, plus three years of supervisory experience. Experience working with a health care or prevention program is preferred.
2. Minimum of three years of demonstrated experience supervising staff in a health or behavioral health care service setting or prevention project.
3. Minimum of two years of demonstrated experience in planning/organizing and program implementation of health or behavioral health services programs or prevention initiatives.

Knowledge, Skills and Abilities:

1. Participant should have general knowledge of SAMHSA, CARF, and of the Behavioral Health field standards of practice including, but not limited to ethics, confidentiality, and boundaries.
2. Knowledge of Microsoft Word, Excel, PowerPoint, time management and effective problem solving skills.
3. Excellent written and verbal communication skills.
4. Ability to navigate and foster interagency systems.
5. Ability to develop and lead staff in a team oriented management system.
6. Knowledge of federal and state funding and certification requirements; including SAMHSA, CSAT funding sources and Commission for Accreditation of Rehabilitative Facilities.
7. Knowledge of SBIRT initiative preferred.

Supervision: This position supervises five positions.

Physical demands: Work is primarily sedentary, with long hours sitting in front of a computer terminal typing. Extended hours may be required, when necessary. Incumbent must be able to work accurately and efficiently in a busy and sometimes stressful environment. Position will travel to grantee required meetings and trainings when necessary. Must be able to carry and lift 20 pounds.

Summation: This position is part of Health Department that intersects Behavioral Health and Primary Care; which provides SBIRT – Screening, Brief Intervention, Brief Treatment, Individual and Family Therapy, Assessment, Psychiatry, Case Management, Substance Abuse Treatment and referral to specialty treatment for individuals ages 15 and older with issues ranging from no problems, early risk, at-risk or general to severe emotional disturbance or substance use. Clients reside in Fairbanks and the surrounding TCC villages. BH Department includes SBIRT, Mental Health, Old Minto Family Recovery Camp, Behavioral Health Aides, Ch’eghutsen, and the Paul Williams House. The involved Health Departments include Primary Care, Dental, Vision, and Health Aides. This program works closely with the Chief Andrew Isaac Health Center in addition to other community agencies which serve our clients. Hours of service vary based on intervention and service type. After hour’s assistance are available for Behavioral Health emergencies via the emergency services pager.

This job description is not an employee agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Name (print)

Employee Acknowledgment

Supervisor Signature

Date

Date