



BEHAVIORAL HEALTH PROGRAM SPECIALIST

Department: Human Services
Job Class #: 166100
Pay Range: Professional 08

FLSA: Non-exempt
Represented: No

Reporting to the Director of Human Services, this position is responsible for developing and coordinating behavioral health programs.

ESSENTIAL FUNCTIONS

Include, but are not limited to:

- Developing, implementing and monitoring behavioral health policies and programs;
- Coordinating the financial integration of behavioral and health care services;
- Securing behavioral health program funds from governmental and philanthropic grants sources;
- Monitoring programs and expenditures of service providers;
- Managing the County's relationships with individuals and groups interested in healthcare programs and policies.
- Collecting and analyzing health care and social service data;
- Developing and managing budgets;
- Managing complaint investigations and conflict resolutions.
- May be assigned lead duties.

KNOWLEDGE, SKILLS, AND ABILITIES

Include, but are not limited to:

Knowledge of:

- Behavioral health programs, resources and current legislation.
- Budget development and contracting.

Ability to:

- Plan, coordinate and monitor programs and functions.
- Establish and maintain effective working relationships with elected officials, department heads, co-workers and the public.
- Facilitate groups and bring individuals to consensus.
- Use standard office equipment and computing programs.
- Speak and write clearly.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in business or public administration, human services or related field; and
- Three (3) years of responsible experience in behavioral health and/or the healthcare industry.
- An equivalent combination of experience and education may be substituted on a year for year basis.
- Successful completion of a background investigation.

WORKING CONDITIONS

Work is performed in an office setting requiring sitting for prolonged periods of time and constant attention to detail. Flexible hours that may include overtime, evenings, weekends and holidays and travel to various meeting sites is required.