
Behavioral Health Coordinator(Job Id 39513)

Post Date: 07/06/2018

Close Date: 07/15/2018

Category: HEALTHCARE PROFESSIONALS

Grade: 24

Location: PHOENIX

Salary: 50,890.52-71,190.49

Description

DEPARTMENT OF ECONOMIC SECURITY

Providing Opportunity, Assistance and Care for Arizonans in need!

ARIZONA MANAGEMENT SYSTEM (AMS):

All Arizona state employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress. Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results. State employees are highly engaged, collaborative and embrace a culture of public service.

Behavioral Health Coordinator

Division of Developmental Disabilities
3443 North Central Avenue
Phoenix, Arizona 85012
www.azdes.gov

JOB SUMMARY:

The position is responsible for the oversight of the Behavioral Health (BH) Administration within the Division of Developmental Disabilities' (DDD) Health Care Services.

JOB DUTIES:

- Provides leadership, mentoring, coaching and direct supervision of staff. Completes Performance Appraisals (MAP), authorizes leave, and approves employee time entry (ETE). Supervises staff in the provision of behavioral health care coordination for Medicaid and DDD/Arizona Long-Term Care System (ALTCS) members.
- Facilitates the development and implementation of policy, procedures, training, inter-agency service agreements, contracts and service delivery related to the identified needs of the DDD members receiving behavioral health services, as well as those who would benefit from behavior intervention.
- Oversees the care collaboration efforts between the Behavioral Health Administration staff with the Regional Behavioral Health Authorities (RBHA) and Children's Rehabilitative Services, assisting in this process to ensure the goals of DDD members are addressed.
- Oversees data collection and analysis, as well as tracks behavioral health indicators and utilization for the purpose of medical and quality management reporting.
- Comprehensive record review (medical, psychological, and other relevant documents) for the purpose of DDD eligibility determinations.
- Review and determination of appeals for Behavioral Health Services.
- Administrative Hearing preparation and court appearance and testimony in eligibility disputes.
- Liaison with Psychologists and other Behavioral Health Providers in the community.
- Ensure the provision of evidenced based practices.
- Ensure the provision of quality services based upon outcomes.
- Ensure cost-effective delivery of Behavioral Health Services.
- Develop and implement an effective behavioral support and monitoring process in coordination with DDD Behavioral Health Unit team.
- Advise and consult on Behavioral Treatment Plans for members.
- Participate and provide meaningful input in the development of the performance improvement projects and the Quality Management plan in collaboration with the QM, MM and UM teams.
- Provide clinical and administrative guidance to other DDD sections for the delivery of behavioral health services and serve as the subject Matter expert for the integrated care contract as it relates to the monitoring of behavioral health services.
- Provide clinical and administrative expertise in the management and delivery of services for persons determined to have a serious mental illness.

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KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of:

- Current evidence based practice, principles, techniques, and trends in behavioral health with additional expertise in the area of developmental disabilities
- Methods of psychological assessment and testing modalities, their indications and interpretation
- Functional analysis of behavior and appropriate evidence based behavioral interventions
- Current APA Diagnostic and Statistical Manual of Mental Disorders (DSM) criteria, Components of a Comprehensive Psychological Examination and the Psychological Reports
- Project Management
- Strategic Planning
- Policy and Procedure development

Skilled in:

- Reviewing behavioral health and Psychological Evaluations for content, validity, and relevance
- Generating conclusions and decisions from comprehensive report review in a timely manner
- Comprehensive psychological evaluation to include testing and to report these results in an appropriate manner
- Providing critical and accurate review of comprehensive behavioral health and psychological evaluations, testing modalities, and other relevant reports and preparing timely administrative reports
- Interpersonal relations and communication
- Supervision
- Strong analytical and clinical skills
- Facilitate and lead projects
- Develop and write policy and procedure
- Leadership

Ability to:

- Review and interpret behavioral health and psychological assessment and testing modalities
- Serve as a leader within the organization with the expertise in behavioral health needed to support subcontractors and providers
- Provide effective training to enhance staff knowledge and skill level
- Supervise others, providing appropriate positive and negative feedback in order to gain maximal value from the employee
- Work independently with minimal supervision
- Problem solve, make decisions, build consensus and promote continuous quality improvement
- Manage work load and complete tasks in a timely manner

SELECTIVE PREFERENCE(S):

- The candidate must possess at least two years of experience working as an individual licensed under A.R.S. Title 32, Chapter 33. Preference will be given to an individual with experience working with the Developmental Disability/Intellectual Disability (DD/ID) population.
- Must possess at least 2 years of leadership experience.

PRE-EMPLOYMENT REQUIREMENTS:

This position must meet the criteria in accordance with the Arizona Administrative Code (AAC) R9-10-101 as a Behavioral health professional, and it must be an individual licensed under A.R.S. Title 32, Chapter 33, whose scope of practice allows the individual to:

- a. Independently engage in the practice of behavioral health as defined in A.R.S. § 32-3251; or
- aa. Except for a licensed substance abuse technician, engage in the practice of behavioral health as defined in A.R.S. § 32-3251 under direct supervision as defined in A.A.C. R4-6-101;
- b. A psychiatrist as defined in A.R.S. § 36-501;
- c. A psychologist as defined in A.R.S. § 32-2061;
- d. A physician;
- e. A behavior analyst as defined in A.R.S. § 32-2091;
- f. A registered nurse practitioner licensed as an adult psychiatric and mental health nurse; **OR**
- g. A registered nurse.

- In-state travel is required. This position requires possession of and ability to retain a current, valid state-issued driver's license appropriate to the assignment. Employees who drive on state business are subject to driver's license record checks, must maintain acceptable driving records and must complete any required driver training (see Arizona Administrative Code R2-10-207.12.). Employees may be required to use their own transportation as well as maintaining valid motor vehicle insurance and current Arizona vehicle registration; however, mileage will be reimbursed.

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BENEFITS:

The Department of Economic Security offers a comprehensive benefits package to include:

- Sick leave
- Vacation with 10 paid holidays per year
- Health and dental insurance
- Retirement plan
- Life insurance and long-term disability insurance
- Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance

RETIREMENT:

Positions in this classification participate in the Arizona State Retirement System (ASRS).

Please note, enrollment eligibility will become effective after 27 weeks of employment.

CONTACT US:

If you have any questions, please feel free to contact (602) 542-6742 for assistance.

<https://azstatejobs.gov> under Job ID 39513

or contact:

Ashley M. Landa

Lead Staffing Analyst/Recruiter

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