



JOB DESCRIPTION: Prevention Specialist	EMPLOYMENT CATEGORY: At-will, Administration
POSITION HIRED BY: Mid-State Health Network (MSHN)	FULL-TIME/PART-TIME: Full-time
SUPERVISOR: Chief Clinical Officer	EXEMPT/NON-EXEMPT: Exempt
MANAGEMENT RESPONSIBILITIES: Personnel - No Resources - Yes	CREDENTIALING REQUIRED: NO

Position Overview:

The Prevention Specialist is part of a clinical team that is responsible for the development, planning, implementation, coordination, evaluation, analysis, problem-solving, process improvement, and reporting of MSHN’s substance use disorder prevention provider network, projects, initiatives, and mandates. All regional prevention efforts shall be developed under the direction of MSHN’s Chief Clinical Officer (CCO), and shall be consistent with the philosophy and principles of Recovery Oriented System of Care and other practice guidelines adopted by the region.

This position requires strong listening skills, attention to detail, effective project management and organizational skills, an analytical and pro-active approach to problem-solving, a sense of independence and initiative, as well as the ability to be flexible, efficient, and effective as part of a team. This position calls for excellent written and oral communication skills and a clear understanding of confidentiality issues.

Responsible for carrying out all activities in accordance with MSHN policies, procedures, regulatory and compliance requirements.

Qualifications

Minimum Qualifications

- Bachelor’s degree in community planning, social work, psychology, public administration, or related field;
- 3 years’ experience in community-building public administration, or a related field;
- 4 years working experience in healthcare service delivery or prevention coordination;
- Knowledge of the principles and practices of continuous quality improvement;
- Working knowledge of administrative principles and practices including goal-setting and program budget development and implementation;
- Knowledge of methods and techniques of research, statistical analysis and report presentation; and
- Flexibility to meet obligations outside of normal business hours.

Preferred Qualifications

- Certified through the Michigan Board of Addiction Professions – CPC, CPS or equivalent;
- Knowledge of the Michigan Prevention Data System;
- Master’s degree in community planning, social work, psychology, public administration, or related field;
- Thorough working knowledge of regulatory and compliance requirements for public system prevention planning and deployment;
- Experience in contract management (procurement, negotiation, executing and monitoring) in the health sector;
- Experience in a Community Mental Health and/or public SUD Service Programs;

- Knowledge of all federal statutes surrounding participation in Federal Block Grant, Public Act 2, Medicare and Medicaid programs; and
- Knowledge of Michigan’s Mental Health Code and Public Health Code governing mental health and substance abuse services.

Required Skills

- Excellent organizational skills and ability to prioritize a workload;
- Excellent interpersonal and human relations skills;
- Excellent verbal and written communication skills;
- The ability to publicly present complex information in a concise, understandable format;
- Ability to interact positively and collaboratively with Board members, executives, Substance Use Network Provider executives, co-workers, clients, and community representatives from diverse cultural and socio-economic backgrounds;
- Use of a personal computer (PC) for administration and communication;
- Use of Microsoft Office; and
- The ability to legally drive within the State of Michigan.

	<u>Responsibilities</u>	<u>Designated Back-Up</u>
1.	With the Lead Prevention Specialist, CCO and regional partners, supports development of substance abuse prevention priorities for inclusion in MSHN’s strategic plan.	
2.	Responsible for establishing requirements surrounding annual requests for Behavioral Health Prevention efforts through the submission of provider annual plans, that are linked to the State Priorities and the Mid-State Health Network Region Strategic Plan.	
3.	Makes recommendations for investment of Community Grant and Public Act 2 funds to achieve the outcomes of the MSHN Strategic Plan.	
4.	Supports monthly monitoring, and the evaluation of service contracts with prevention providers.	
5.	Provides consultation and technical assistance to prevention providers, and community coalitions best practices, assuring their effective compliance with the delivery of purchased outcomes.	
6.	Stays current in knowledge of evidence-based prevention practices and assists provider network w/ implementation of best practices including but not limited to effective prevention strategies for universal, selective and indicated populations, current drug and alcohol use/trends, culturally competent recovery-based practices, trauma informed care, and a Recovery Oriented System of Care approach.	
7.	Makes recommendations for prevention policies and protocol to the Lead Prevention Specialist/CCO and coordinates the implementation of new policy requirements in the region.	
8.	Supports collection, analysis, and utilization of national, state, regional, and local behavioral health data to access additional funding streams and enhance prevention planning and resource allocation in the region	
9.	Supports the writing, submission and reporting of any grants as determined to be appropriate for the needs of individuals within the MSHN regions.	
10.	Supports preparation, and submission of required State and Regional reports. Also, responsible for any other special projects requested by payers and/or regulators.	
11.	Supports the region’s youth tobacco use initiatives and activities, including SYNAR compliance are completed accurately and timely.	
12.	As a part of the Prevention Team and working with the Lead Prevention Specialist and the	

	MSHN QAPI Team, responsible for all aspects of MSHN’s Prevention site reviews, through electronic/desk reviews, and program observation reviews, including but not limited to setting up site review schedules, completing initial site review reports, review and approval of any corrective action plans.	
13.	Ability to take the lead role in initiating projects per the direction of the CCO and MSHN strategic goals, organizing necessary team members, developing a project plan and timeline, and overseeing project management to completion.	
14.	Works collaboratively with MSHN’s Treatment, Utilization Management, Finance, and other teams and MSHN staff as necessary to identify consultation and technical assistance needs of the Provider Network.	
15.	Establish and maintain appropriate working relationships with consumers, network providers, outside agencies, etc.	
16.	Sits on internal ad-hoc committees as assigned, to provide input on areas of expertise.	
17.	Be knowledgeable about and actively support: Culturally competent prevention and recovery-based practices, A trauma-informed culture of safety.	
18.	Perform other duties as defined.	

Compensation

This is a full-time, salaried position with additional benefits. Minimum hours will be 40 per week. The schedule will be set in conjunction with the needs of the organization as approved by the MSHN Chief Clinical Officer.

Environment & Safety

Minimum Physical Requirements

- Ability to exert/lift up to 25 pounds of force occasionally and/or up to 15 pounds frequently and/or up to 10 pounds constantly to move objects;
- Ability to sit for extended periods of time;
- Ability to travel offsite for various meetings, activities, and events; and
- Ability to use computer, telephone, copy machine and various office equipment.

Work Environment

- Normal office environment; and
- Frequent travel by automobile.

To carry out this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature below affirms that I have reviewed the job description and agree that it accurately reflects the scope of the position for which I am responsible.

Employee Signature Date

Supervisor Signature Date