

JOB DESCRIPTION: Data & Grant Coordinator

EMPLOYMENT CATEGORY: At-will, Administration

POSITION HIRED BY: Mid-State Health Network (MSHN)

FULL-TIME/PART-TIME: Full-time

SUPERVISOR: Director of SUD Services and Operations

EXEMPT/NON-EXEMPT: Exempt

MANAGEMENT RESPONSIBILITIES: Personnel - No
Resources - Yes

CREDENTIALING REQUIRED: No

Position Overview:

The Data & Grant Coordinator (DGC) will be responsible for 1) collection, aggregation and analysis of data related to regional epidemiological trends to inform strategic planning related to substance use disorder (SUD) prevention, treatment, recovery, harm reduction and health equity activities; and 2) SUD grant or special project - related project management, reporting and any other tasks associated with Mid-State Health Network (MSHN)'s SUD prevention, treatment and recovery grants or special projects. This position will work in collaboration with MSHN's prevention and treatment teams, finance department and other MSHN departments, prevention, treatment and recovery sub-contracting providers, MDHHS, and other stakeholders as needed. This position will ensure compliance with regulatory, funding, and policy requirements of the grants.

This position 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, treatment and recovery provider networks, projects, initiatives, and mandates. All grant initiatives shall be developed under the direction of the supervisor or designee and shall be consistent with the philosophy and principles of improving health equity, Recovery Oriented and Trauma-Informed Systems of Care and other adopted practice guidelines.

This position requires careful attention to detail, timely follow-through, effective project management, 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 as well as working independently. 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, contractual, and compliance requirements.

Qualifications

Minimum Qualifications

- Bachelor's degree in community planning, social work, psychology, public administration, or related field;
- 3 years' experience in behavioral health, public administration, or a related field;
- 4 years working experience in healthcare service delivery or behavioral health prevention and/or treatment coordination/project management;
- 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 occasional obligations outside of normal business hours.

Preferred Qualifications

- Certified through the Michigan Board of Addiction Professions – Certified Prevention Specialist, Certified Alcohol & Drug Counselor, Certified Advanced Alcohol & Drug Counselor or equivalent;
- Master’s degree in community planning, social work, psychology, public administration, or related field;
- Experience in contract management (procurement, negotiation, executing and monitoring) in the health sector;
- Experience in the field of substance use disorder treatment and prevention;
- Familiarity with MSHN's SUD provider network and related Michigan Department of Health and Human Services (MDHHS) contractual obligations.
- Knowledge of 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.
- Lived experience with behavioral health issues is desired

Required Skills

- Excellent organizational skills, attention to detail, and follow-through;
- Excellent project management skills and ability to prioritize multiple tasks;
- Excellent analytical skills;
- 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 personnel, co-workers, clients, and community representatives from diverse cultural and socio-economic backgrounds;
- Proficiency in the use of a personal computer (PC) for administration and communication;
- Proficiency in the use of Microsoft Office; and
- The ability to legally drive within the State of Michigan.

<u>Responsibilities</u>	<u>Designated Back-Up</u>
1. Track and maintain a team-accessible database or compendium of epidemiological trends and data on alcohol and illicit drug misuse as well as racial and ethnic disparities in access and health outcomes from national sources (e.g., National Survey on Drug Use and Health (NSDUH), state data bases (e.g., Michigan SUD Data Repository), regional data sources (e.g., Michigan Overdose to Action Data dashboard), county-level information (e.g., County Health Rankings), and local data.	
2. Distill and distribute epidemiological data above to inform SUD prevention, treatment and recovery strategic and network adequacy planning, health equity activities, procurement and contracting, funding, service gaps, county-specific tactics that reflect local needs and resources.	
3. Inform and support prevention team by tracking and review of MiPHY data, prevention activity participant completion rates, Michigan Prevention Data System (MPDS) data and any forthcoming new updates to MPDS reporting profiles, and data regarding substance misuse, patterns, trends and barriers to access, especially regarding priority segments of the population and health disparities.	
4. Utilize data to inform and support SUD team planning, network expansion, and grant	

opportunities for prevention, treatment, recovery and harm reduction providers, ensuring data/information is maintained in an accessible manner.	
5. Collaborate with information technology staff so that databases, reports, graphs, and other information is vetted for accuracy.	
6. Serve as ongoing primary point of contact for federal and state grants with MDHHS, Substance Use, Gambling & Epidemiology (SUGE), and other state and federal funders and serve as internal subject matter lead on grant parameters and timelines.	
7. Serve as primary point of contact and lead for grant-related technical assistance for grant-funded providers; track all grant-related meetings and phone or video calls with written documentation/communication to providers as well as to the Director of SUD Services & Operations (DSSO) and/or Prevention Administrator.	
8. Serve as lead in preparation and submission of required State and Regional monthly, quarterly and annual reports related to grant initiatives per established MDHHS guidelines and timelines and including reporting as needed in EGRAMS.	
9. Responsible for the writing and submission of any supplemental or carryover of grants as determined to be appropriate for the needs of individuals or communities within the MSHN regions.	
10. Organize and review budget proposals for grant projects, coordinate review with SUD Clinical team, Finance Department, and other leadership as appropriate, and coordinate contract recommendations with DSSO, Prevention Administrator, and Treatment Administrator for Oversight Policy Board (OPB) and Board of Directors.	
11. Stays current in knowledge of relevant evidence-based treatment and prevention practices that are potential strategic tools in meeting grant objectives.	
12. Make recommendations for operational or process improvements and trouble-shoot barriers to grant projects with input from relevant MSHN departments.	
13. Lead and/or participate with committees (internal and external) as assigned, to provide input on areas of expertise and relevance to grant initiatives.	
14. Be knowledgeable about and actively support: <ul style="list-style-type: none"> ▪ Culturally competent recovery-based practices, ▪ Person centered planning as a shared decision-making process with the individual who defines his/her life goals and is assisted in developing a unique path toward those goals; and ▪ A trauma-informed culture of safety to aid consumers in the recovery process, ▪ Principles and practices of diversity, equity, and inclusion 	
15. 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 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;
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- Ability to travel offsite for various meetings, activities, and events; and
- Ability to use computer, telephone, copy machine and various office equipment.

Work Environment

- Remote office environment with in-person meeting attendance as requested; and
- Ability to 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
