

JOB DESCRIPTION: Treatment 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: YES/NO

Position Overview

The Treatment Specialist is part of a clinical team that is responsible for development, planning, implementation, coordination, evaluation, analysis, problem-solving, process improvement, and reporting of MSHN's substance use disorder (SUD) treatment provider network, projects, initiatives, and mandates. All regional treatment 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 Systems 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:

- Masters' degree in social work, psychology, professional counseling or related health field;
- Appropriate clinical licensure, in good standing, if applicable.
- 3 years' experience in behavioral health treatment service delivery or utilization management;
- 4 years working experience in healthcare service delivery;
- Knowledge of the principles and practices of continuous quality improvement;
- Capacity to use data to inform program development, quality improvement, resource allocation and expansion of best practices;
- Knowledge and experience in distilling and presenting complex information into high-level written reports and/or high-quality delivery of presentations;
- Flexibility to meet obligations outside of normal business hours.

Preferred Qualifications:

- Thorough working knowledge of regulatory and compliance requirements for public system treatment and service delivery planning and deployment;
- Experience and training in implementation of regional clinical best practice priorities;
- Experience in a Community Mental Health and/or public substance use disorder (SUD) treatment services and programs;

- 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.

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, to include Community Mental Health Service Programs (CMHSP) and SUD provider leaders, 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;
- The ability to legally drive within the State of Michigan.

Responsibilities

1. Stay current in knowledge of professional best practices and assists provider network w/ implementation of best practices including but not limited to effective treatment options for persons with substance use disorders, current drug and alcohol use/trends, Medication Assisted Treatment (MAT) philosophies and practices, culturally competent recovery-based practices, individualized treatment planning, trauma informed care, and a Recovery Oriented System of Care approach.
2. Provide consultation/technical assistance to treatment providers regarding the policy, planning, promotion, development, implementation, and evaluation of SUD treatment projects, and/or initiatives to SUD service programs in relation to contract requirements including evidenced based practices, integration with primary care, recovery and other system transformation activities, as well as supporting guidance and standards from LARA, OROSC, and MSHN provider expectations.
3. Make internal recommendations for treatment policies, protocols and evidence-based practices to the CCO; help develop and implement new treatment policies, protocols, guidelines, and requirements in the region.
4. Attend conferences and meetings that are relevant to improving knowledge of appropriate treatment approaches and customer service needs.
5. Support the development of MSHN’s regional strategic plan with guidance from the CCO and regional partners.
6. Support collection, analysis, and utilization of national, state, regional, and local data, as needed, to access additional funding streams and resource allocation in the region.
7. Support development of the Annual Action Plan, Annual Report, and other substance abuse treatment reporting requirements for submission to the responsible payer/regulator.
8. Work collaboratively with MSHN’s Utilization Management, QAPI, Finance and other teams and MSHN staff as necessary to identify consultation and technical assistance needs of the Provider Network.

9. Support the reviewing and monitoring process for Annual Plans, NOFA Applications, ASAM Level of Care Designation Applications and other processes as needed.
10. Support the oversight, preparation, and submission of required monthly, quarterly, and annual treatment reports. Also, responsible for any other special projects requested by payers and/or regulators.
11. Support the writing and submission and monitoring of any grants as determined to be appropriate for the needs of individuals within the MSHN region.
12. Represent MSHN, as needed, on various statewide, regional and/or county councils, coalitions, and workgroups including but not limited to: Treatment Outcomes Workgroup, Opioid Task Force, Women's Specialty Workgroup, MSHN's SUD Provider Advisory Committee (SUD-PAC), etc.
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. Be knowledgeable about and actively support culturally competent recovery-based practices,
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 MSHN Chief Operating and Finance Officer under the direction of the Associate CFO.

Environment & Safety

Minimum Physical Requirements

- Ability to 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

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