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**JOB DESCRIPTION:** Treatment Specialist

**EMPLOYMENT CATEGORY:** At-will, Administration

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

**FULL-TIME/PART-TIME:** Full-time

**SUPERVISOR:** Treatment Administrator

**EXEMPT/NON-EXEMPT:** Exempt

**MANAGEMENT RESPONSIBILITIES:** Personnel - No  
Resources - Yes

**CREDENTIALING REQUIRED:** No

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## 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 Director of Substance Use Disorder Systems & Operations (DSSO) and the 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:

- Master's 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;
- 3 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;
- Knowledge of Michigan's Mental Health Code and Public Health Code governing mental health and substance abuse services; and
- Lived experience with behavioral health issues is desired.

## Required Skills

- Excellent organizational skills, high attention to detail, and ability to prioritize a workload;
- Excellent interpersonal and human relations skills;
- Excellent verbal and written communication skills;
- 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.

<u>Responsibilities</u>	<u>Designated Back-Up</u>
Stay current in knowledge of professional best practices and assists with implementation 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, health equity & culturally competent recovery-based practices, individualized treatment planning, trauma informed care, and a Recovery Oriented System of Care approach.	
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.	
Make internal recommendations for treatment policies, protocols and evidence-based practices to the DSSO and CCO; help develop and implement new treatment policies, protocols, guidelines, and requirements in the region.	
Manage oversight and track requirements of SUD treatment providers like ASAM designation, participation in MICAL, vetting and tracking of ASAM Continuum training and certification, review and monitor Annual Plans, and other treatment processes as needed.	
Support the development of MSHN’s regional strategic plan and MDHHS SUD Strategic Plan with guidance from the DSSO and CCO and regional partners.	
Collaborate with CCO, DSSO, Treatment and Prevention Administrators to support SUD providers in developing and embedding a health equity lens as appropriate to local community needs using trainings, individual provider TA, and other mechanisms as appropriate.	
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.	
Support development of the treatment providers annual plans and other substance abuse treatment reporting requirements for submission to the responsible payer/regulator.	
Work collaboratively with MSHN’s Utilization Management, Access, QAPI, Finance and other teams and MSHN staff as necessary to identify consultation and technical assistance needs of the Provider Network.	

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.	
Support the writing and submission and monitoring of any grants as determined to be appropriate for the needs of individuals within the MSHN region.	
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.	
Ability to take the lead role in initiating projects per the direction of the SUD Clinical Team leadership and MSHN strategic goals, organizing necessary team members, developing a project plan and timeline, and overseeing project management to completion.	
Be knowledgeable about and actively support: <ul style="list-style-type: none"> <li>▪ Culturally competent recovery-based practices,</li> <li>▪ Individualized treatment 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,</li> <li>▪ A trauma-informed culture of safety to aid consumers in the recovery process, and</li> <li>▪ Principles and practices of diversity, equity and inclusion.</li> </ul>	
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 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**

- Remote office environment with in-person meeting attendance as requested; 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.

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Employee Signature Date

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Supervisor Signature

Date