



Mid-State Health Network

**JOB DESCRIPTION:** SUD Treatment Administrator

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

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

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

**SUPERVISOR:** Director of SUD Systems & Operations

**EXEMPT/NON-EXEMPT:** Exempt

**MANAGEMENT RESPONSIBILITIES:** Personnel - Yes  
Resources - Yes

**CREDENTIALING REQUIRED:** Yes

**Position Overview:**

The Treatment Administrator is part of MSHN’s Clinical Leadership Team that is responsible for the development, planning, implementation, 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 SUD Systems & Operations (DSSO) and shall be consistent with the philosophy and principles of Recovery Oriented System of Care and other practice guidelines adopted by the region.

As SUD Treatment Administrator, this position also involves a coordinative role with the Treatment Team as the person responsible for prioritization, delegation and coaching of the Treatment team members. The Treatment Administrator is a key part of the Clinical Leadership Team along with the Prevention Administrator, the Director of SUD Services and Operations, and the Chief Clinical Officer who are responsible for shaping regional best practice approaches to MSHN’s clinical strategic plan goals and objectives.

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.

**Qualifications**

**Minimum Qualifications**

- Master’s degree in social work, psychology, professional counseling or related field;
- Appropriate clinical licensure, in good standing
- 3 years’ experience in SUD leadership, public administration, or a related field;
- 4 years working experience in healthcare service delivery;
- Thorough working knowledge of regulatory and compliance requirements for public system treatment and service delivery planning and deployment;
- 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;
- Flexibility to meet obligations outside of normal business hours.

**Preferred Qualifications**

- Experience and training in implementation of regional clinical best practice priorities;
- Experience in 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.
- Lived experience with behavioral health issues is desired

**Required Skills**

- Strong leadership skills and abilities;
- 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 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;
- Use of standard accounting software; and
- The ability to legally drive within the State of Michigan.

<b>Responsibilities</b>
1. Coordinate and oversee Treatment Specialists’ work based on regional priorities, and delegate Treatment Specialists to statewide groups like Treatment Outcomes Group, MAT workgroup and the Women’s Specialty Services statewide workgroup.
2. Makes use of opportunities for continuing education to stay current in knowledge, increase professional competence and have capacity to mentor Clinical Team and facilitate professional development for the SUD clinical specialists.
3. Support team-building, supervision and mentoring of Treatment Specialists in areas where there are deficits in content/knowledge areas and/or organizational domains.
4. Provides leadership and technical assistance to SUD treatment providers regarding planning, promotion, development, implementation, and evaluation of best practices, federal and state guidelines and MSHN contractual obligations in SUD treatment, prevention and recovery projects.
5. Provide leadership, oversight and direction with Treatment Team site review and new contract processes, through on site and electronic/desk reviews and program reviews, including but not limited to setting up site reviews and pre-contract site reviews, completing site review reports, review and approval of any corrective action plans.
6. Provides consultation, leadership and technical assistance to treatment providers, community partners, networks and contractors regarding planning, promotion, development, implementation, and evaluation of treatment projects/initiatives as well as county/regional capacity-building to achieve identified strategic plan outcomes.
7. Responsible for the assignment, oversight, preparation, submission, and/or review of Annual Plans, required monthly, quarterly, and annual treatment reports, and other required reports. Also responsible for any other special project reporting as required.
8. Makes recommendations for process improvements, treatment/service policies, protocol and evidence-based practices to the DSSO and CCO and coordinates the implementation of new policy, protocol and guideline requirements in the region including but not limited to editorial

recommendations to the SUD Provider Manual
9. Serve as the point of contact with Chief Clinical Officer, the Director of SUD Services & Operations, and the Prevention Administrator on issues, challenges and evolving requirements facing the SUD Clinical Team’s scope of work.
10. Establish criteria and requirements, oversee, and coordinate new treatment program review ensuring they are linked to MDHHS priorities and the MSHN Strategic Plan. Writing and submission of grants as determined to be appropriate for the needs of individuals within the MSHN regions, grant management, and related responsibilities.
11. Coordinate with MSHN’s Leadership team and other teams – finance, IT, provider network management – as needed for budget oversight and monitoring, to facilitate new project or program development; and to build capacity as dictated by service gap analyses including the Network Adequacy Assessment.
12. Work with Contract Manager to provide reports on provider network compliance and any required contractual follow-up actions. Responsible for initiating monthly monitoring, and the evaluation of service contracts with treatment providers as needed.
13. Support strategic plan development of data-informed and evidence-based regional SUD treatment priorities and programs with guidance from the DSSO, CCO and input from regional partners and stakeholders.
14. Ability to take the lead role in initiating projects per the direction of the DSSO and CCO and MSHN strategic goals, organizing necessary team members, developing a project plan and timeline, and overseeing project management to completion.
15. 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, and</li> <li>▪ A trauma-informed culture of safety to aid consumers in the recovery process.</li> </ul>
16. 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

- Remote office environment with in person meeting attendance as required
- Frequent travel by automobile.

To carry out this job successfully, an individual must be able to perform each essential duties 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