

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 Services & Operations		EXEMPT/NON-EXEMPT: Exempt
MANAGEMENT RESPONSIBILITIES:	Personnel - Yes	CREDENTIALING REQUIRED: Yes
	Resources - Yes	

Position Overview:

The Treatment Administrator serves as the operational and project management lead for MSHN's Substance Use Disorder (SUD) treatment team which supports Region 5's SUD treatment provider network. This is an operational management role responsible for the planning, execution, tracking, evaluation, and reporting of a complex portfolio of projects, initiatives, contracts, and regulatory mandates. Reporting to the Director of SUD Services & Operations (DSSO), the Treatment Administrator ensures that regional priorities are translated into clear project plans, timelines, deliverables, and accountability structures. This position coordinates cross-functional work across Clinical, Finance, IT, and Provider Network Management teams to ensure projects are completed on time, on budget, and in compliance with contractual and regulatory requirements. This role provides direct supervision of MSHN's Treatment Specialist team and administrative oversight, prioritization, management and delegation of the team's workflows, deadlines, and work product quality. This position requires exceptional attention to detail, organizational discipline, and excellent communication skills. The ideal candidate is a systems thinker who brings a proactive, analytical, and highly structured approach to problem-solving, process improvement, and administrative oversight. Must be able to manage multiple concurrent projects, maintain rigorous documentation, and drive accountability across internal and external stakeholders.

Responsible for oversight to ensure MSHN's Treatment Team is meeting timelines, providing high-quality deliverables and consistent, accurate documentation, developing and tracking annual plans and contracts, and alignment with EBPs, federal, state and MSHN policies, regulations and guidelines.

Qualifications

Minimum Qualifications

- Master's degree (MSW with macro focus strongly preferred, or in Public Health, Public Administration, Healthcare Administration, Operations Management, Project Management, or related field);
- 3+ years' experience program/project management, operations management, business administration, or public administration, preferably in healthcare, behavioral health, or a complex regulated environment;
- 4+ years of progressive professional experience managing projects, budgets, contracts, and/or teams;
- Proven experience with regulatory and compliance tracking, contract administration, and reporting for public-sector or grant-funded programs;
- Working knowledge of continuous quality improvement, process mapping, and performance metrics/KPIs
- Flexibility to meet obligations outside of normal business hours.

Preferred Qualifications

- Experience and training in implementation of regional clinical best practice priorities;
- Knowledge of Michigan's Mental Health Code and Public Health Code Experience supporting strategic planning, network adequacy assessment, and capacity-building initiatives
- Lived experience with behavioral health issues is desired

Required Skills

- Exceptional organizational skills with a demonstrated ability to manage competing priorities, maintain accurate records, and produce error-free deliverables under deadline
- Ability to initiate and lead projects end-to-end — scoping, planning, resource allocation, timeline development, status tracking, risk management, and closeout with lessons learned
- Strong supervisory and coaching skills focused on accountability, prioritization, workload balancing, and quality control of teamwork product
- Proactive problem-solver who uses data to identify gaps, recommend process improvements, and drive operational efficiency
- Excellent written and verbal communication; ability to distill complex operational, compliance, and financial information into concise, audience-appropriate presentations and reports
- Advanced use of PC for administration, project management software, data analysis/reporting, and standard office systems
- Clear understanding of confidentiality, HIPAA, and ethical handling of sensitive information; sound professional judgment
- The ability to legally drive within the State of Michigan.

<u>Responsibilities</u>	<u>Designated Back-Up</u>
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.	
Serve as project manager for the full portfolio of SUD treatment initiatives, mandates, and strategic plan objectives with develop project plans, timelines, milestones, and status dashboards; track progress, identify risks/barriers, lead project initiation meetings, coordinate cross-functional workgroups (Finance, IT, Provider Network, Clinical), and ensure follow-through to completion.	
In coordination with DSSO and CCO, support a culture of accountability, mutual support and team building, and mentoring of Treatment Specialists in areas where there are deficits in content/knowledge areas and/or organizational domains. Responsible for oversight to ensure MSHN's Treatment Team is meeting timelines, providing high-quality deliverables and consistent, accurate documentation, developing and tracking annual plans and contracts, and alignment with EBPs, federal, state and MSHN policies, regulations and guidelines.	
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.	
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.	

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.	
In coordination with DSSO and CCO, 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.	
In coordination with DSSO and CCO, responsible, 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.	
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.	
In coordination with DSSO and CCO, establish criteria and requirements, oversee, and coordinate new treatment program review ensuring they are linked to MDHHS priorities and the MSHN Strategic Plan.	
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.	
Work with finance, compliance and quality departments 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.	
In collaboration with the CCO and DSSO, support strategic plan development guided by data-informed and evidence-based regional treatment priorities and programs, take a lead role in translating goals into executable project plans and monitor execution to completion.	
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.	
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 Treatment specialists.	

Be knowledgeable about and actively support: • 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, • A trauma-informed culture of safety to aid consumers in the recovery process, and • Principles and practices of diversity, equity and inclusion	
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.

Employee Signature Date

Supervisor Signature Date