

**Resolution FY 2022 – 26**

**Board Staff Job Descriptions**

**February 28, 2022**

**WHEREAS**, the Wood County Alcohol, Drug Addiction, and Mental Health Services Board staff job descriptions were last reviewed and approved in Resolution FY2021-18; and

**WHEREAS**, the Wood County Alcohol, Drug Addiction, and Mental Health Services Board have reviewed the revised job descriptions; and

**WHEREAS**, the Wood County Alcohol, Drug Addiction, and Mental Health Services Board has determined that the positions of Director of Quality Improvement and Criminal Justice and Special Projects Manager are no longer necessary and shall be eliminated effective immediately; and

**WHEREAS**, the Wood County Alcohol, Drug Addiction, and Mental Health Services Board has determined the need for the creation of Director of Criminal Justice and Compliance position effective immediately;

**NOW THEREFORE**, be it resolved that the Board agrees to the revised job descriptions, effectively immediately for Director of Community Programs and Director of Finance; the creation of Director of Criminal Justice and Compliance position; and the elimination of Director of Quality Improvement and Criminal Justice and Special Projects Manager positions.

<b>Board Members</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>
Allan Baer	✓			
Matthew Battiato	✓			
Karen Baron	✓			
Tonya Camden	✓			
Judy Ennis	✓			
Katie Frank	✓			
Scott Kleiber	✓			
Brandy Laux	✓			
Frank McLaughlin	✓			
Leslie Miller	✓			
Rachel Moore			X	
Jason Morris	✓			
Hallie Nagel			X	
Corey Speweik	✓			
Cary Wise			X	
Dan Lambert	✓			

Judy motioned to approve this resolution Tonya seconded. This resolution (is) is not adopted by the majority of the Board. Resolution (passed) not passed.



Board Chair

2/28/22

Date

## WOOD COUNTY ADAMHS BOARD

### *An Equal Opportunity Employer*

### POSITION DESCRIPTION

<b>Office/Agency:</b>	Wood County ADAMHS Board	<b>Employee Name:</b>	
<b>Class Title:</b>	Director of Criminal Justice and Compliance	<b>Position Title:</b>	Director of Criminal Justice and Compliance
<b>Class Number:</b>	61611C	<b>Travel Required:</b>	
<b>Dept./Div.:</b>		<b>Civil Service Status:</b>	Unclassified
<b>Unit:</b>		<b>Employment Status:</b>	Full-time
<b>Reports To:</b>	Executive Director	<b>FLSA Status:</b>	Exempt-Professional
<b>Pos. # of Supvr.:</b>		<b>Pay:</b>	\$60,000-\$90,000
<b>QUALIFICATIONS:</b> An example of acceptable qualifications:			
<p>Completion of Master's Degree in an appropriate discipline, with experience in behavioral health care, clinical supervision, administration, or professional administration, and experience in the alcohol, drug addiction, or mental health field.</p> <p><b>Knowledge of:</b> mental illness and substance abuse, best practices for prevention, treatment and recovery services; board goals and objectives; relevant state laws and/or regulations; public relations; community resources and services; employee and clinical training and development; supervisory principles and practices; project management; service outcomes; criminal justice procedures, law enforcement and probate courts as they relate to persons in recovery.</p> <p><b>Skill in:</b> computer operation; use of modern office equipment.</p> <p><b>Ability to:</b> deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; prepare and deliver speeches and presentations; respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others; gather, collate, and classify information; maintain records according to established procedures; develop and oversee a systematic approach for collecting data for hospital admissions under Medicaid expansion; collaborate with co-workers on group projects; answer routine telephone inquiries; develop and maintain effective working relationships with community and providers; maintain involvement with Local and State initiatives.</p>			
<b>LISCENSURE OR CERTIFICATION REQUIREMENTS:</b>			
LISW, Psychologist, or LPCC			
<b>EQUIPMENT OPERATED:</b> The following are examples only and are not intended to be all inclusive.			
Computer, telephone, calculator, copier, fax machine, printer, projector and modern office equipment			
<b>INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIIONS:</b>			

The employee is exposed to, must negotiate, use or work with or in the vicinity of: General office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers, and work with the general public.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

#### **JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

##### **ESSENTIAL FUNCTIONS OF THE POSITION:**

- Direct or manage critical clinical services when Board involvement is necessary
- **Direct and plan for implementation and evaluation of program outcomes and service improvements in the Wood County alcohol, drug addiction and mental health system of care**
- **Oversee writing of community plans**
- Determine necessary expansion of needs assessment activities and analyses
- **Establish and manage continuous quality improvement processes for board operations**
- Oversee writing and management of local, state and federal grants
- Coordinate with statewide criminal justice initiatives to enhance the Wood County system of care.

The successful individual will have earned at least a master's degree and hold an active license to practice independently and provide clinical supervision in psychology, social work or counseling. Will have clinical supervisory experience and experience in program planning, implementation and evaluation.

1. **Provide oversight for criminal justice and court related services.**
  - a. Provides supervision and problem-solving in problematic situations regarding law enforcement, criminal justice, court-related services, and **hospitalizations**. This may include situations requiring alternative hospital placements, transportation issues, **discharge planning problems** and reentry planning problems, as needed. The position will intervene, if necessary, to gather relevant information, provide analysis and recommendations for effective and efficient management of the criminal justice services for the system of care.
  - b. Assistance in establishment and maintenance of contractual arrangements and processes concerning quality assurance, appropriate psychiatric hospitalization, housing placements, detox services, **hotline calls, emergency and crisis situations**, and other criminal justice and court-related situations. This will involve developing communication with psychiatric hospitals under contract by the Board as well as courts and law enforcement agencies, while complying with the principles of Recovery, especially of dignity and respect for the individual.
  - c. Assistance in promoting stakeholder collaboration and problem-solving of complaints as needed. Stakeholder relations will also include the entire criminal justice system (judges/courts, probation departments, attorneys, law enforcement). Will work closely with the Board's Criminal Justice Coordination services
  - d. Develop and maintain data collection processes surrounding law enforcement, criminal justice, and court related programs to enhance availability of data for grant applications
  - e. Represent the Board and its criminal justice initiatives in the community and across the state
  - f. Evaluation of emergency services, hotlines, helplines and Health Officer training is expected.

- Requires independent license in Ohio for clinical treatment and supervision. Position requires prior experience with emergency services and understanding of Ohio laws regarding inpatient and outpatient commitment. Experience in working with the criminal justice system. Knowledge of relevant evidence-based practices for severely and persistently mental illness, as well as other mental health and substance use disorders. Experience in basic service/program evaluation. Working knowledge of Recovery principles. Knowledge of housing issues for those with Severe and Persistent Mental Illness and Addictions.
  - g. Develop, manage and maintain electronic and print resources for providers, families, stakeholders and clients interacting with criminal justice programs and behavioral health
  - h. Evaluate and report on gaps in services and best practices related to criminal justice and the courts
  - i. Arrange, schedule and manage trainings for the community to promote current evidence-based practices
- 2. Grant writing and management**
- a. Identify appropriate grant opportunities that fit the Wood County system of care
  - b. Oversee grant writing efforts by the Board, in collaboration with contract providers.
  - c. Work with Board staff and community providers to develop and collect necessary data for program evaluation
  - d. Provide technical assistance to sub-grantees to ensure program goals are being met
- 3. Provide leadership for planning system-wide performance improvement**
- a. Clinical Quality improvement analysis and recommendations to Executive Director, including enhancement of services and implementation of evidence-based services, implementation and evaluation planning to promote quality improvement for public/community education, prevention, treatment and recovery services, across the lifespan. Plan for implementation of trauma informed care throughout the system of care
  - b. Keeping up to date on best practices and evidence-based practices for mental illness and drug abuse treatment as it relates to law enforcement, criminal justice and the court system.
  - c. Participating on the relevant clinical treatment and recovery committees associated with the Ohio Association of County Behavioral Health Authorities
  - d. Research client and system needs, provide best practice, cost-effective solutions, work with necessary stakeholders, grant writing and coordination of grant proposals as appropriate
  - e. Requirements:
    - Successful experience with program planning and implementation
    - Research experience
    - Program and project planning
    - Grant and proposal writing
    - Evaluation of proposals for funding to the Board
    - Development and leadership of effective project teams
    - Good stakeholder/partner relationships
    - Experience as an independently licensed treatment provider and supervisor
    - Knowledge of human development
    - Experience and knowledge of cost-effective and collaborative services across the lifespan

**4. Program evaluation improvement, supervision and coordination**

- a. Direct the Board's collection and analysis of service/program outcomes and data reporting for the system.
- b. Will oversee the Board's non-Medicaid compliance audits. This includes review statistical samples of client records for quality assurance, including appropriate and thorough treatment plans, service documentation of compliance with treatment plans, client involvement in treatment planning, relevant outcomes.
- c. Keep abreast of current best practices for outcome measurement and program evaluation and make recommendations to the Executive Director for quality and performance enhancement.
- d. Periodic meetings with clients and consumer groups to determine satisfaction and areas for improvement.
- e. Requirements:
  - Experience and knowledge of program evaluation, including with treatment plans review/compliance audits and outcomes measurement
  - Knowledge of Recovery principles
  - Knowledge and experience with outcomes measurement
  - Knowledge and experience of basic statistics and business report writing

**5. Monitor compliance of board operations with applicable laws and regulations**

- a. Keep abreast of current laws and regulations that impact board operations, to include but not be limited to HIPAA, 42 CFR, etc.
- b. Make recommendations for policy and/or procedure changes to the executive director and be able to present proposed changes to the Board.

**6. Establish and manage continuous quality improvement processes for board operations**

- a. Development of processes to bring Board operations in compliance with the Culture of Quality.
- b. Keep abreast of any changes to culture of quality standards.
- c. Monitor policies and procedures to ensure operations continue to comply with Culture of Quality standards.

**7. Back up the Executive Director to develop and enhance cross systems collaboration**

- a. Development and leadership of community collations to promote high quality, evidence-based services, including Physical Health Care, Education, Criminal justice, State and local government, clients, families, advocates, housing developers, Board of Developmental Disabilities
- b. Training and event planning
- c. Making presentations to the stakeholders listed above and other community groups, including faith-based organizations

**8. Excellent working relations with Board staff, Contract agencies and other stakeholders**

- a. Collaboration with other Directors
- b. Timely and accurate communication with the Executive Director
- c. Excellent communication skills – written and verbal

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

**OTHER DUTIES AND RESPONSIBILITIES:**

Performs other job-related duties as necessary and/or as assigned; Demonstrates regular and predictable attendance; Performs the essential functions of the Executive Director, in the Executive Director's absence.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

Approval of Appointing Authority:		Date:
Employee Signature:		Date:

## WOOD COUNTY ADAMHS BOARD

### *An Equal Opportunity Employer*

#### POSITION DESCRIPTION

<b>Office/Agency:</b>	Wood County ADAMHS Board	<b>Employee Name:</b>	
<b>Class Title:</b>	Director of Community Programs	<b>Position Title:</b>	Director of Community Programs
<b>Class Number:</b>	61611C	<b>Travel Required:</b>	
<b>Dept./Div.:</b>		<b>Civil Service Status:</b>	Unclassified
<b>Unit:</b>		<b>Employment Status:</b>	Full-time
<b>Reports To:</b>	Executive Director	<b>FLSA Status:</b>	Exempt-Professional
<b>Pos. # of Supvr.:</b>		<b>Pay:</b>	\$60,000-\$90,000
<b>QUALIFICATIONS:</b> An example of acceptable qualifications:			
<p>Completion of at least a Master's Degree in an appropriate discipline, such as social work, counseling or psychology.</p> <p>Hold an independent license to practice in the state of Ohio, such as LPCC, LISW, or Psychologist.,</p> <p>Have at least five years of direct clinical service experience in provision of professional, clinical behavioral health services.</p> <p>Have at least two years of clinical supervisory experience.</p> <p>Have at least two years of administrative experience. with, clinical supervision of behavioral health clinicians.</p> <p>Excellence in written and oral communication, including public speaking.</p> <p><b>Knowledge of:</b></p> <p>Mental illness and substance abuse disorders, across the lifespan.</p> <p>Evidence based and best practices programs and services for prevention, intervention, treatment and recovery services, including service outcomes measures.</p> <p>Trauma and trauma informed care.</p> <p>The Recovery Oriented System of Care model and practices.</p> <p>Best practices in suicide prevention and treatment.</p> <p>Building, maintaining and providing leadership for relevant community coalitions and task forces.</p> <p>Board goals, Community Plan, Strategic Plan and objectives.</p> <p>Relevant federal and state law related to behavioral health practice.</p> <p>Effective public relations</p> <p>Local, regional and state community resources and services.</p> <p>Supervisory principles and practices.</p> <p>Strategic planning and project planning and management.</p> <p>Grant writing</p> <p><b>Skill in:</b> computer operation; use of modern office equipment.</p>			

<p><b>Ability to:</b> deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; prepare and deliver speeches and presentations; respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others; gather, collate, and classify information; maintain records according to established procedures; develop and oversee a systematic approach for collecting data for hospital admissions under Medicaid expansion; collaborate with co-workers on group projects; answer routine telephone inquiries; develop and maintain effective working relationships with community and providers; maintain involvement with Local and State initiatives.</p>
<p><b>LISCENSURE OR CERTIFICATION REQUIREMENTS:</b></p>
<p>LISW, Psychologist, or LPCC</p>
<p><b>EQUIPMENT OPERATED:</b> The following are examples only and are not intended to be all inclusive.</p>
<p>Computer, telephone, calculator, copier, fax machine, printer, projector and modern office equipment</p>
<p><b>INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIIONS:</b></p>
<p>None.</p>
<p><b>JOB DESCRIPTION AND WORKER CHARACTERISTICS:</b></p> <p><b>ESSENTIAL FUNCTIONS OF THE POSITION:</b></p> <ol style="list-style-type: none"> <li>1. Adequately manage critical clinical services when Board involvement is necessary</li> <li>2. Expand and improve needs assessment activities and analysis</li> <li>3. Assist in writing of community plans and grants</li> <li>4. Represent the Executive Director as assigned</li> <li>5. Assume responsibilities of Executive Director in his/her absence, as assigned</li> <li>6. Acts as the Privacy Officer, Security Officer, Clients Rights Officer and 504 Coordinator</li> </ol> <p><b>SPECIFIC JOB RESPONSIBILITIES</b></p> <p><b>1. Provide oversight for emergency and crisis services</b></p> <ol style="list-style-type: none"> <li>a. Provides supervision and problem-solving in problematic situations regarding hospitalization and emergency/crisis response. This may include situations requiring alternative hospital placements, transportation issues and discharge planning problems, as needed. The position will intervene if necessary to gather relevant information, provide analysis and recommendations for effective and efficient management of the emergency services for the system of care.</li> <li>b. Assist in establishment, maintenance and improvement of contractual arrangements and processes concerning: quality assurance, client complaints and grievances, appropriate psychiatric hospitalization, housing placements, detox services, hotline calls, and other emergency and crisis situations. This will involve developing communication with psychiatric hospitals under contract by the Board, while complying with the principles of Recovery, especially of dignity and respect for the individual.</li> <li>c. Assist in promoting stakeholder collaboration and problem-solving of complaints as needed. Stakeholder relations will also include the entire criminal justice system (judges/courts, probation</li> </ol>



departments, attorneys, law enforcement). Individual will chair the Board's Hospital Utilization Management team meetings. Will work closely with the Board's Hospital Liaison and Criminal Justice Coordination services.

- d. Evaluation of emergency services, hotlines, helplines and Health Officer training is expected.

Requires independent license in Ohio for clinical treatment and supervision. Position requires prior experience with emergency services and understanding of Ohio laws regarding inpatient and outpatient commitment. Experience in working with the criminal justice system. Knowledge of relevant evidence-based practices for severely and persistently mental illness, as well as other mental health and substance use disorders. Experience in basic service/program evaluation.

## **2. Assist in leadership for planning system-wide performance improvement**

- a. Clinical quality improvement analysis and recommendations to Executive Director, including enhancement of services and implementation of evidence-based services, implementation and evaluation planning to promote quality improvement for public/community education, prevention, treatment and recovery services, across the lifespan. Plan for implementation of trauma informed care throughout the system of care.
- b. Keeping up-to-date on best practices and evidence based practices for mental illness and drug abuse treatment
- c. Participating on the relevant clinical treatment and recovery committees convened by the Ohio Association of County Behavioral Health Authorities
- d. Research client and system needs, provide best practice, cost-effective solutions, work with necessary stakeholders, grant writing and coordination of grant proposals as appropriate
- e. Requirements: Successful experience with program planning and implementation, research experience, program and project planning, grant and proposal writing, evaluation of proposals for funding to the Board, development and leadership of effective project teams, good stakeholder/partner relationships, experience as an independently licensed treatment provider and supervisor, knowledge of human development, experience and knowledge of cost-effective and collaborative services across the lifespan

## **3. Provide leadership to develop and enhance cross systems collaboration**

- a. Development and leadership of community collations to promote collaborative high quality, evidence-based services, including partners from Physical Health Care, Education, Criminal justice, State and local government, clients, families, advocates, housing developers, local businesses, Board of Developmental Disabilities and others.
- b. Training and event planning as required.
- c. Making presentations to the stakeholders listed above and other community groups, including philanthropic and faith-based organizations

## **4. Maintain excellent working relations with Board staff, contract agencies and other stakeholders**

- a. Collaboration with Board staff, other directors, management and elected officials
- b. Timely and accurate communication with the Executive Director
- c. Excellent communication skills – written and verbal

**5. Services as Clients Rights Officer** assist in establishment, maintenance and improvement of contractual arrangements and processes concerning: quality assurance, client complaints and grievances, appropriate psychiatric hospitalization, housing placements, detox services, hotline calls, and other emergency and crisis situations. This will involve developing communication with psychiatric hospitals under contract by the Board, while complying with the principles of Recovery, especially of dignity and respect for the individual.

**6. Backs up the Executive Director to develop and enhance cross systems collaboration**

- a. Development and leadership of community collations to promote high quality, evidence-based services, including Physical Health Care, Education, Criminal justice, State and local government, clients, families, advocates, housing developers, Board of Developmental Disabilities
- b. Training and event planning
- c. Making presentations to the stakeholders listed above and other community groups, including faith-based organizations

**Other Duties include:**

- 1. Provide leadership for the Wood County mental health and substance abuse system of care and other county stakeholders to become aware of the effects of trauma and to promote and enhance trauma informed care and practice. This will include active participation in coalitions, committees, and arranging for education and training. Assist in seeking funding and other resources to achieve this goal.
- 2. To promote adoption of the Recovery Oriented System of Care in Wood County.
- 3. Achieve the goals of the Board’s annual Community Plan and the Board’s Strategic Plan.
- 4. Provide consultation and assistance in resolving client complaints and grievances
- 5. Promotion of evidence based and best practices.
- 6. Represent the Executive Director when needed or directed.
- 7. Assist in writing community plans and grant proposals.
- 8. Assist in public relations activities including providing input into PR materials and public speaking.

**OTHER DUTIES AND RESPONSIBILITIES:**

Performs other job-related duties as necessary and/or as assigned; Demonstrates regular and predictable attendance; Performs the essential functions of the Executive Director, in the Executive Director’s absence.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

Approval of Appointing Authority:		Date:
Employee Signature:		Date:

## WOOD COUNTY ADAMHS BOARD

### *An Equal Opportunity Employer*

#### POSITION DESCRIPTION

<b>Office/Agency:</b>	Wood County ADAMHS Board	<b>Employee Name:</b>	
<b>Class Title:</b>	Director of Finance	<b>Position Title:</b>	Director of Finance
<b>Class Number:</b>	66533C	<b>Travel Required:</b>	
<b>Dept./Div.:</b>		<b>Civil Service Status:</b>	Un-Classified
<b>Unit:</b>		<b>Employment Status:</b>	Full-time (40 hours per week)
<b>Reports To:</b>	Executive Director	<b>FLSA Status:</b>	Exempt-Administrative
<b>Pos. # of Supvr.:</b>		<b>Pay:</b>	\$60,000-\$90,000
<b>QUALIFICATIONS:</b> An example of acceptable qualifications:			
<p>Completion of Bachelor's Degree in the appropriate discipline(s), with experience in accounting, budgeting, fiscal analysis, fiscal management and practices, management information systems, or any equivalent education, training and experience.</p> <p>Education, training, and experience with managed care/claims software and behavioral health software applications, or any equivalent combination of education, training and experience.</p> <p><b>MINIMUM ACCEPTABLE CHARACTERISTICS:</b></p> <p>Knowledge of: generally accepted accounting principles (GAAP); basic accounting; budgeting; auditing; finance; purchasing; behavior modification techniques; data processing techniques and procedures; data base management; board goals and objectives; board policies and procedures; federal, state, and local laws and/or regulations; Medicare and Medicaid laws, rules, and regulations; office practices and procedures Supervisory principles and practices;</p> <p>Skill in: data entry; computer operation; adding machine or calculator operation; use of other office equipment</p> <p>Ability to: interpret extensive variety of technical material in books, journals, and manuals; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules or regulations to specific situations; prepare routine correspondence; prepare accurate documentation compile and prepare reports; write instructions and specifications; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; communicate effectively; train or instruct others; maintain records according to established procedures; cooperate with co-workers on group projects; develop and maintain effective working relationships.</p>			

<b>LISCENSURE OR CERTIFICATION REQUIREMENTS:</b>
None.
<b>EQUIPMENT OPERATED:</b> The following are examples only and are not intended to be all inclusive.
General Office Equipment and Audio Visual Equipment
<b>INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIIONS:</b>
The employee is exposed to and must negotiate, use or work with or in the vicinity of: General office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers, and work with the general public.
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS:</b>
<b>ESSENTIAL FUNCTIONS OF THE POSITION:</b>
<p>Interprets fiscal policies and practices to others both within and outside the system as necessary for the efficient and accountable management of Board operations; Assists with policy development; Manages fiscal operations; Monitors billings and claims; Facilitates Department fiscal reports.</p> <p>Assists in implementation of Board's long-range strategic plan relating to Fiscal/Management Information Systems administrative services in accordance with state/federal fiscal and accounting requirements; Identifies related problems and formulates corrective action; Assists with Information Technology and Information System planning and development; Assists in Board planning and project implementation.</p> <p>Facilitates/evaluates/audits/ new and existing financial conditions in system in conjunction with the Board's administrative staff; Includes, fiscal compliance by agencies to accounting and budget development procedures, researching, and working with agencies to ensure accuracy. ; Upon Board approval, purchases services in accounting procedures, assists in developing innovative outside revenue support, and monitors new program(s) for fiscal soundness; Interfaces fiscal data with performance contracting; Supervises contract management.</p> <p>Assists the Board Administrative staff in the daily operations of the Board to include the following: Processes transactions to meet the requirements of Board policies, the Wood County Auditor, and State Department requirements as specified by the Ohio Revised Code; Prepares and submits to County Auditor estimates of financial resources for the tax budget and certificate of estimated resources and annual allocation resolution.</p> <p>Reviews each contract agencies funding and financial status and contract performance criteria, and analyze agencies financial statements for problems; Completes and submit funding request to OhioMHAS; Has oversight responsibility for monitoring Title XX receivable and forecast future receipts.</p> <p>Completes and submits in a timely manner all fiscal forms required by OhioMHAS; Assists and compiles Utilization Data costs from contract agencies and hospitals; Provides oversight and assist with contract management; Providers oversight and assists with the allocation process; Monitors and reviews state allocations and levy resources for impact on Board reserves.</p>

Works with Board computer consultant and claims provider on fiscal claim reports and reporting.

Provides oversight and assists with the development of fiscal information for performance contracting; Manages/Monitors billings and claims payments; Assists Board staff with development and maintenance of computerized accounting system.

Prepares and assists with presentation of finance related issues for Board members and staff; Assists with systems problem identification and corrective action plans; Provides direction for all accounting functions performed by administrative staff. Acts as a backup for the administrative assistant in bill paying and receipting functions. Attends Finance and Administration Committee Meetings, Board Meetings and other meetings as assigned by the Executive Director.

Represents the Executive Director at Board Committee meetings, conferences, and in other matters as may be assigned by the Executive Director.

Assists in reviews of proposals and assists in development of new programs for appropriateness, technical adequacy and financial feasibility; Coordinates and administers Board special projects under the direction of the Board Administrative staff;

In conjunction with Board's administrative staff, participates in development of fiscal portion of the Community Plan for the Ohio Department of Mental Health and Addiction Services.

Serves as technical consultant to contract agencies on financial issues including management practices, planning, and development activities; Works collaboratively with all entities as necessary to establish and maintain working relationships to execute the financial planning and provision of direct and community mental health services; Supervises contract management; Negotiates rates with providers.

Reviews provider annual audit reports. Reports results and findings to the Finance or Joint Committee.

Participates in the management of the billing system, with appropriate provider, , and maintains and manages billing and payment processes; Produces and distributes reports from the billing system; Assists with member enrollments; Manages billings and claims; Trains staff as needed on claims processing system.

Attends claims processing system training classes, learns the system and provides internal training to Board administrative staff who need to access the system; Communicate claims activities to Board Providers to ensure that the Board and Providers comply with all requirements.

Facilitates claims submission from the Providers to the claims processing system. Assists also with edit reports and error corrections for claims submitted.

Assists in Non-Medicaid compliance audits.

Assists with coordination of all accounts payable through processing of vouchers, purchase orders, and schedule of bills for county auditor when needed; Prepares monthly GAAP statements; Assists in the development of the GAAP procedures.

Backs up the Executive Director to develop and enhance cross systems collaboration, development and leadership of community collations to promote high quality, evidence-based services, including physical health care, education, criminal justice, State and local government, clients, families, advocates, housing developers, Board of Developmental Disabilities, training and event planning, making presentations to the stakeholders listed above and other community groups, including faith-based organizations

Prepares monthly financial reports for Board; Prepares financials for the Boards annual report.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

**OTHER DUTIES AND RESPONSIBILITIES:**

Performs other job related duties as necessary and/or as assigned; Demonstrates regular and predictable attendance.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

Approval of Appointing Authority:		Date:	
Employee Signature:		Date:	