



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

### **Position Description**

**Position:** Behavioral Health Administrator

**Location:** Lac Courte Oreilles Community Health Center

**Hours:** Monday –Friday 8:00am-4:30pm

**Salary Range:** Negotiable (Contract)

**Posting Date:** December 30, 2019

**Closing Date:** Open until filled.

#### **Description of Position:**

The Administrator will be responsible for the accuracy and maintenance of the CCS program and Behavioral Health program. He/she will be in charge of knowing all aspects of DHS 36 as well as several other state and federal requirements as they relate to the program including HSS 94, HFS 92 and HFS 34. In addition, the Administrator works with the CCS Director to ensure consumer satisfaction and program compliance. The Administrator will lead a team of Counselors (Clinical Psychologist, Psychiatrists, Masters Level Social Workers, Licensed Professional Counselor, and Marriage and Family Therapists; Substance Abuse Counselors in providing a Patient Centered Medical Home model of care.

#### **Qualifications:**

1. M.D., PA., R.N., PhD, Licensed Clinical Social Worker, Advanced Nurse Prescriber or Master's Degree in mental health or counseling required.
2. Current WI License to practice or obtain within 60 days.
3. Experience working with the CCS program preferred.
4. Experience supervising staff /programs required.
5. CPR certified
6. Be able to pass background/caregiver check.
7. Be able to pass pre-employment and random drug testing.
8. Valid WI License Drivers License

9. Valid vehicle insurance
10. Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.

### **Major Duties and Responsibilities:**

1. Develop inter-agency agreements, contracts with private agencies, departments within LCO / Sawyer County and present for approval.
2. Monitor the agreements and contracts; update as needed with final approval by the Health Director.
3. Training
  - Making sure each individual staff has proper training per their job duties.
  - Make sure all staff working within CCS are properly trained according to the rules/regulations.
  - Maintain all training records in a centralized training file and a copy for Human Resources for each CCS staff member and that it is securely maintained.
  - Identify and schedule trainers and/or training options with approval by the CCS Director.
4. Work with fiscal and billing staff to ensure necessary documentation of service and administration of activities is recorded and maintained. Oversee budget, compliance of budget and approval of expenditures.
5. Manage The Behavioral Health Department Team members ensuring billing for all services provided is completed timely and appropriately.
6. Develop job descriptions for approval.
7. Review the Caregiver Background check completed by the Human Resources Director. (HR keeps copy of personnel file documents)
8. Work with supervisory staff outside of CCS
9. Monitor all forms and functions of CCS
  - Application process
  - Authorizations
  - Assessments and training
  - Team roles
  - Service delivery documentation and service records
  - Consumer records
  - Consumer Rights
  - Other federal and state regulations
10. Oversee changes to the CCS plan to include, policies and procedures, forms, practices, staff, etc.
11. Maintain compliance with the CCS Rule and other applicable state and federal regulations. Within the Tribe this will include working with the Health Director and Tribal Legal Counsel due to the unique and additional state and federal regulations related to tribal governance.
12. Facilitates efficient and effective delivery of a continuum of clinical services.
13. Manages and oversees personnel functions including compliance with policies and procedures.

14. Initiates and monitors Continuous Quality Improvement measures according to Accreditation standards and Health Center Standards.
15. Develops and implements comprehensive short and long-range plan to meet the health needs of the Lac Courte Oreilles Reservation for Behavioral Health Department services.
16. Serves as the proponent and respondent to the public regarding Behavioral Health related issues and policies.
17. Establishes and maintains effective working relationships with other tribal organizations, county or local, regional or national government agencies, granting agencies, and the Native American population served by the Lac Courte Oreilles Community Health Center.
18. Will ensure staff training for licenses, oversee scheduling for the Behavioral Health Department, and maintain client case load providing initial assessment, diagnosis and treatment.
19. Will ensure all Team members provide documentation to maintain continued state licensing and accreditation for the Lac Courte Oreilles Community Health Center.
20. Keep and maintain credentialing files on all licensed professionals within the BH Department.
21. Identifies and maintains confidential material and abide by all HIPAA regulations.
22. Create monthly Behavioral Health Reports and turn in to the Health Director.
23. Reporting of adverse incidents
24. Take part in Incident Command as assigned by management.
25. All other duties assigned by the Health Director.

### **Supervision and Guidance:**

The BH Administrator will work under the direct supervisor of the Health Director.

**\*Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

**Letter of Interest**

**Resume**

**Credentials**

**Proof of any stated Qualifications**

**Three (3) current letters of recommendation**

**Academic transcripts**

### **Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Human Resources  
13380W Trepania Road  
Hayward, Wisconsin 54843  
715-638-5132  
715-634-6107 FAX

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*

12/16/2019