

Erie County Health Department
Erie County Community Health Center
Job Posting #2021-51
Equal Opportunity Employer

Position:	Behavioral Health Supervisor
Division:	Behavioral Health
Contact Person:	Kari Swenson, Assistant Human Resource Officer
Salary:	Commensurate with experience (Pay Range: \$28.00 - \$38.00)
Working Hours:	Full-Time - This is a 24-hour, 7 days/week facility - Typical hours are 8:00 a.m. – 5:00 p.m. – Monday – Friday Evenings, weekends, & holidays may be required. Based on Agency & emergent needs.
Start Date:	Immediate Opening
Posting Opens:	Thursday, July 1, 2021
Posting Closes:	Friday, December 31, 2021 at 5:00 p.m. or until filled

Qualifications

- B.S. in nursing or a behavioral health field with one to three years of active supervision/management experience. Registered nurse required. Masters prepared in related field preferred.
- Valid Ohio driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100.b and 700.a certification within 30 work days of employment.

Major Responsibilities

The purpose of this position is to develop, sustain and manage Behavioral Health Services within the Erie County Health Department and Erie County Community Health Center. Behavioral Health Services are essential to assure the successful achievement of the Agency's vision, mission, organizational goals, strategic priorities, and management by objectives (MBOs).

The Behavioral Health Services Supervisor's primary responsibilities will include: coordination of drug addiction strategies through collaboration with a coalition of stakeholders. The supervisor will be responsible for collecting program data from the coalition, and utilizing the Epidemiology team to analyzing the data to gauge performance. The supervisor, above all other duties will be responsible for staff and daily operations in the medically supervised detoxification unit.

The Supervisor is responsible for providing leadership in behavioral health management services and programs. This position will assist other management staff with annual and long range planning for behavioral health services. The Supervisor must collaborate with the Behavioral Health Services Team on a daily basis to ensure the coordination of Behavioral Health services throughout the agency.

The supervisor shall work in a team approach with other agency staff as policies, protocols and methods are utilized, changed, adopted, developed, and implemented.

This position requires the ability to identify issues, proactively implement strategies and solutions in a logical and timely manner.

Essential Functions

Under general supervision of the Director of Behavioral Health Services, performs the following functions within the framework of the Erie County Health Department and the Erie County Community Health Center's provision of the core functions and essential services of public health:

- Provides staff with essential supervision needed to maintain operations.
- Develop response to immediate/emerging needs. Develop plans and strategy with team to address issues and to provide the best measurable outcomes.

- Overall development of a coordination of the Drug Overdose Response Teams (DORT).
- Expands the capabilities of the DORT through collaboration with coalition stakeholders.
- Works with the Epidemiologist to analyze performance data.
- Supervises daily operations of the medically supervised detoxification unit.
- Serves as a consultant and liaison for behavioral health services for partner agencies.
- Assures that the delivery of public health and behavioral health services are evidence-based and/or best practices, and build the scientific basis of public health.
- Ensures compliance with relevant state public health practice guidelines, community standards of care, and Federal and State laws and regulations.
- Assures a safe working environment in the Agency through management oversight of the implementation of relevant standards set by Occupational Safety and Health Administration, state laws and County policy.
- Participates as a member of the response team to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food, water, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.
- Participates in development and delivery of programs and activities for individuals, families, and population groups that promote health and prevent disease, in settings including, but not limited to all Health Department buildings/sites, homes, community organizations and businesses, schools, and the community in general.
- Participates in the development of and contributes to individual, team, and Agency quality improvement, performance management and evaluation activities.
- Provides specialized and/or technical agency and program specific information that requires limited interpretation of established policies, procedures and other relevant sources to internal and/or external customers.
- Interviews internal and/or external customers to establish program-specific documentation and/or identify services needed.
- Assists in entering data into the Agency's cost reporting system.
- Relates public health science skills to the Core Public Health Functions and Ten Essential Services of Public Health.
- Applies public health science to deliverables and maintains an updated program attainment system.
- Provides leadership for the growth and expansion of behavioral health services offered by the Erie County Health Department and Erie County Community Health Center
- Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available programs and services and are assisted in the utilization of those services.
- Provides training and orientation to staff, students, and other health and human service professionals in the community regarding public health practices.
- Provides public health and behavioral health information and data with individuals, community groups, other agencies, internal customers, and the general public about physical, behavioral, environmental, social, economic and other issues affecting the public's health.
- Assists in the implementation of community assessment; can distinguish between quantitative and qualitative community assessment data; understands incidence and prevalence data; knows how to access basic community epidemiological data.
- Participates in the analysis of data to identify trends, health problems, environmental health hazards, and social and economic conditions that adversely affect the public's health.
- Conducts comprehensive reviews of scientific evidence related to public health issues, concerns, and interventions.
- Presents and interprets demographic, statistical, programmatic, and scientific information to professional and lay audiences.
- Participates in Agency's efforts to achieve and maintain local health department accreditation from the Public Health Accreditation Board.
- Promotes and facilitates the incorporation of Agency core values and strategic initiatives into daily service delivery.
- Fosters a work environment where continuous quality improvements in service and professional practice are pursued.
- Supervises assigned staff and assures their professional development through continuing education, training and leadership development activities.
- Demonstrates knowledge of applicable state professional practice guidelines for registered professional nurses, the American Nurses' Association *Scope and Standards of Practice for Public Health Nursing*, the Ohio Nurse Practice Act, and any other Federal and State laws and regulations applicable to practice as a public health professional.
- Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Collaborates in developing a work environment where performance management, continuous quality improvements in professional practice is pursued.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups.
- Must follow all safety policies and procedures to ensure an accident-free workplace.

- Coordinates public health and behavioral health services with public health, ODMHAS, and behavioral health professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Ohio Department of Health and the Centers for Disease Control and Prevention.
- Collaborates in the development of evidence-based public health and behavioral health practices and programs in collaboration with universities, other nursing agencies, businesses, trade associations, other staff and the public.
- Collaborates in the development, implementation, tracking, and evaluation of long and short range policies, procedures, plans and programs for public health in Erie County.
- Collaborates in and contributes to individual, team, and Agency performance management, quality improvement, and evaluation activities.
- Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Maintains, updates, and uses computerized data management systems and utilizes informatics to improve program operations.
- Collaborates and promotes evidenced based public health communication strategies across the Agency and in the community.
- Delivers targeted, culturally-appropriate information to help individuals and groups understand local environmental public health policies, regulations and code.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities. Examples of methods may be: one on one, group sessions, media interviews, story boards, website and Facebook.
- Educates local and state policy makers and community stakeholders on behavioral health issues.
- Assists the Erie County Board of Health in monitoring and overseeing budget activity including recommending modifications when needed; approves purchase requests and expenditures per appropriate accounting guidelines.
- Monitors agreements and contracts for services.
- Assists with levy marketing and education.
- Identifies funding opportunities and new program areas to match Agency priorities using research tools, data and policy development ideals.
- Performs all administrative and technical activities related to program purchasing according to Agency policies and procedures.
- Performs accurate numerical calculations involving reconciling accounts; electronic claims submission, program billing, deposits, and/or other applications.
- Identifies funding opportunities and new program areas to match Agency priorities using research tools.
- Manages employee time budgeting and benefit usage.
- Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.
- Participates in Agency and community emergency response training and drills in support of disaster preparedness consistent with job classification.
- This position will be responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the public health programs. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties as assigned consistent with job classification.
- Greets visitors and stakeholders in a friendly, competent, professional and informed manner.
- Responds to questions with timely, accurate and complete information.
- Asks, receives, and accounts for payments as related to defined divisional programs.
- Provides daily reports of financial transactions.
- Answers and redirects incoming calls as appropriate.
- Follows all regulations and requirements pertaining to public health, federally qualified health center (FQHC), and Agency policies toward the workplace.

Special Requirements

- Treats others with courtesy and respect in all interactions.
- Responds with flexibility to changing needs.
- Manages multiple tasks and deadlines.
- Supports and promotes the Agency's vision, mission, and core values.
- Management of people knowledge, emotional intelligence and able to communicate Agency need to reprimand staff.
- Knowledge of the core functions and essential services of public health.
- Knowledge of general office principles and practices.

- Knowledge of software applications relative to the position assignment.
- Knowledge of basic accounting and mathematics.
- Knowledge of proper English grammar, usage, and spelling.
- Knowledge of action tracking on specific work assignments or other items related to work position.
- Ability to keep accurate reports and records.
- Organizational skills.
- Requires a self-starter with the ability to work both independently and as a team member in a professional environment.
- Good natured with a positive attitude; able to perform under pressure.
- Ability to interact effectively and in a supportive manner with patients, stakeholders, and public peers.
- Always courteous and respectful regardless of race, creed, family and/or economic situation.
- Bilingual language skills a plus.
- Ability to use good judgment and persistence in overcoming challenges, addressing conflicts and solving problems.
- Effective oral and written communication skills, including phone skills and etiquette.
- Attention to detail, and adherence to established policies and procedures required.
- A problem solver, with the ability to organize and prioritize responsibilities.
- Is flexible, and able to embrace and implement change.
- Touch typing/keyboarding and touch ten-key; both with speed and accuracy.
- Working knowledge of Windows personal computer, Microsoft Word and Excel.
- Knowledge and understanding of Patient Centered Medical Homes (PCMH) process.
- Knowledge and understanding of public health accreditation process.
- Criminal background verification required.
- Ability to time budget in areas of workforce development and Agency duties.

Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:

- Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
- Must be able to be fitted and wear NIOSH 95 mask. (Requires the elimination of facial hair/beard.)
- Exert up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
- Ability to hear and respond to internal or external emergency or evacuation alarms.
- Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Ohio law.

Working Conditions

- General clinical setting in health department, as well as occasionally in community sites.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from off-site locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
- In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging atypical or hostile behaviors and/or communication.
- May include alternate sites, temporary locations and/or multiple locations depending on the public health emergency.

Equipment Used

Including, but not limited to computer, fax, copier, scanner, calculator, multi-line telephone, cell phone, camera, video recorder, public health and medical equipment and supplies related to duties, and personal vehicle.

Bloodborne Pathogen Risk Code: None Low Medium High

Qualified Applicants

Qualified applicants should visit www.eriecohealthohio.com where current job postings can be viewed and an application is available to complete. A completed Erie County Health Department employment application must be date/time stamped in the Human Resources Office prior to 5:00 p.m. on December 31, 2021 EOE/AA/ADA

Approved for Content & Posting _____



Erie County Health Commissioner

Date _____

06-28-21