



Community Mental Health Partnership of Southeast Michigan Job Description

Job Title: Opioid Health Home (OHH) Coordinator

Supervision Received: CMHPSM Substance Use Services Director

Tier: 2b

Salary Range: 53,664 – 77,844

FLSA Exempt Status: Exempt

Position Status: Full-time

Last Review/Approval: July 19, 2021

Job summary

Under administrative supervision of the CMHPSM Substance Use Services Director, the Opioid Health Home (OHH) Coordinator coordinates OHH Lead Entity (LE) responsibilities for the OHH program including enrolling and disenrolling OHH participants, ensuring all required paperwork (such as consent and the care plan) are in the Waiver Support Application (WSA) system. The OHH Coordinator will work directly with Health Home Partners (HHPs) to ensure completion of required documentation, evaluation, and other activities. The OHH Coordinator will work closely with the Substance Use Services Director and the Finance Department on all billing related matters.

Essential Duties and Responsibilities

- Function as the liaison between HHPs, CMHPSM and Michigan Department of Health and Human Services (MDHHS)
- Provide administrative leadership in the implementation and management of OHH services
- Ensure all aspects of compliance with WSA system for the OHH program are developed and maintained, including enrollment, management, and disenrollment procedures.
- Collect data, submit reports and monitor billing for OHH services
- Verify Medicaid and all required eligibility of all OHH enrollees on an ongoing basis
- Provide resource materials about OHH to community and HHPs as directed
- Collect and report on OHH data as requested
- Attend monthly/quarterly OHH meetings and trainings as applicable
- Assist in determining additional HHPs as needed through the region.
- Communicate with beneficiaries (and families) in a culturally and linguistically appropriate manner
- Champion practice transformation based on Health Home principles
- Ensure compliance with all regulatory and contractual requirements
- Function as liaison between MDHHS, CMHPSM and HHPs to ensure comprehensive care services are provided in compliance with CMHPSM and MDHHS quality guidelines.
- Exercise discretion and judgment when representing the interests of the CMHPSM
- Review and interpret MDHHS/OHH LE requirements as needed and provide consultation and guidance to the region on OHH requirements
- Perform other duties as assigned

Supervisory Responsibilities

- This position will not supervise other employees.

Education and Experience Requirements

1. Bachelor's degree in the field of Social Work, Psychology, Nursing, Public Administration or other related Behavioral or Medical Science required; Master's preferred.
2. Minimum of 3 years of professional experience in a community mental health or substance use services setting is required.
3. Minimum of three years' experience with program evaluation, healthcare funding, program planning, and administration preferred.
4. Must have knowledge of theories of prevention as well as treatment aspects of care, including specifically Medications for Opioid Use Disorder (MOUD).

Licenses and Certifications

Possession of a valid Driver's License is required

The qualifications listed above are guidelines. Other combinations of education and experience that could provide the necessary knowledge, skills and abilities to perform the job shall be considered.

Competencies Required

- Ability to read and interpret contract and other legal documents
- Ability to gather and or analyze data sets
- Skill in designing policies and procedures and facilitating process improvement
- Ability to organize large amounts of documentation for auditing purposes
- Ability to use judgment when producing appropriate documentation to meet external requirements
- Ability to use interpersonal skills to develop relationships with other agencies and departments, as well as work independently and as part of a team
- Ability to adapt verbal or written communication style to broad audience
- Ability to resolve issues for a wide variety of individuals and agencies
- Ability to initiate and manage projects with little direction
- Skill in identifying and managing changes to policies and procedures
- Ability to judge quality and plan for improvements
- Skill in inspiring ethical behavior and resolving ethical dilemmas
- Ability to apply strategic thinking to complex situations
- Ability to adapt to frequently changing circumstances
- Ability and familiarity with maintaining budgets and expense tracking in Microsoft Excel

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone.

Special Position Requirements

This position requires possession of a valid Michigan driver's license or method of transportation to travel within the CMHPSM region and to meetings outside of the region when requested.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

This job description has been approved by:

Chief Executive Officer _____

Date _____

Position authorized by CMHPSM Regional Board

Date: 7/14/2021

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____