

BEHAVIORAL HEALTH SUPERVISING SITE COORDINATOR

DEFINITION

Under general direction, to plan, organize, and supervise the four or five resource center and Behavioral Health Site Coordinators and administrative support functions; to perform a variety of the more difficult and complex office and administrative support assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Behavioral Health Supervising Site Coordinator is a full supervisory classification for the planning, organization, and supervision of the many office's site coordinators in their role as administrative support and operations, assuring compliance with various state and federal laws and billing requirements in order to maximize the allowable revenues for the Department and to interact with outside vendors, agencies, and internal professional staff to accomplish that goal.

REPORTS TO

Behavioral Health Administrative Services Officer or Deputy Director

CLASSIFICATIONS DIRECTLY SUPERVISED

Behavioral Health Site Coordinator, Behavioral Health Administrative Assistant I/II and other specialized office support classifications.

EXAMPLES OF DUTIES:

- Recommends, develops, and assists with the implementation of office and administrative support goals and objectives.
- Plans, organizes, directs, and supervises the Behavioral Health Department's office and administrative support functions.
- Provides training and guidance for new employees.
- Assists staff in problem solving.
- Prepares performance evaluations on assigned staff.
- Establishes work schedules and methods for assigned staff.
- Assists with the hiring of new personnel.
- Responsible for purchasing and inventory of office supplies and equipment.
- Conducts staff meetings.
- Performs related duties as assigned.

BEHAVIORAL HEALTH SUPERVISING SITE COORDINATOR – 2

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 40 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; some variations in temperature and humidity; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern office methods, procedures, and equipment and business writing.
- Practices and terminology used in clerical, accounting, and in a medical setting.
- Basic interviewing techniques.
- Principles of supervision and training.
- Computerized patient information systems.
- Methods, practices, principles, theory, and terminology used in bookkeeping, financial books of account and statistical recordkeeping.

Ability to:

- Plan, organize, and direct the work of the Behavioral Health Site Coordinators, Department administrative/clerical staff.
- Interpret department rules and regulations for patients, staff and others.
- Train and evaluate staff.
- Read and interpret patient charts.
- Use standard medical office equipment including electronic health record system.
- Apply basic bookkeeping principles.
- Assist with budget development and expenditure control.
- Perform a variety of complex office and administrative support assignments with minimal guidance or supervision.
- Ability to analyze situations accurately and adopt effective courses of action in emergencies.
- Deal effectively and tactfully with the public, staff, and other community members.
- Ability to learn new laws, regulations, and procedures pertaining to mental health, substance use case records and reports.

BEHAVIORAL HEALTH SUPERVISING SITE COORDINATOR – 3

- Work cooperatively with other departments and outside agencies.

TRAINING AND EXPERIENCE

Bachelor's Degree in Social Work, Social Sciences, Psychology, Human Development or related field plus two (2) years of experience with supervising the coordination of direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting is preferred,

OR

Four (4) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting. Two (2) of these four years must have been in a supervisory capacity.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.