

# SUMMIT COUNTY JOB DESCRIPTION

Job Title: Behavioral Health Director  
Division: Behavioral Health  
Department: Public Health

Effective Date: 1/19  
Last Revised: 11/18

## GENERAL PURPOSE

Performs administrative and supervisory duties to manage county mental health & substance abuse services and programs as outlined in state code and the Summit County Mental Wellness Strategic Plan.

## SUPERVISION RECEIVED

Works under the general supervision of the Health Director.

## SUPERVISION EXERCISED

Provides contractual supervision to the Communities That Care Coordinator. Provides direct compliance oversight of the Mental Health & Substance Abuse Local Contracted Provider(s) and the Local Substance Use Prevention Staff as appointed by the State Division of Substance Abuse and Mental Health. Ancillary supervision of community volunteers chairing committees focused on implementation of the Summit County Mental Wellness Strategic Plan.

## ESSENTIAL FUNCTIONS

### **Local Mental Health & Substance Abuse Authority Representative (*Utah Code: 17-43-301-5a*):**

Responsible for all State and Federal Mental Health funding in a means to ensure they are used in accordance with the Division of Substance Abuse and Mental Health (*DSAMH*) policies and relevant statutes. Supervise compliance of all mental health & substance abuse directives as issued by the State and DSAMH are adhered to by the Local Contracted Provider(s); the annual review and evaluation of mental health & substance abuse needs and services, including those for incarcerated individuals, and establish means to address deficiencies.

With the Local Contracted Provider(s), coordinate, prepare and present for yearly approval, the Local Area Plan as required by DSAMH. Upon approval by the County Council, submit the plan for final approval to DSAMH and implementation.

Oversee: the establishment and implementation of mental health & substance abuse service mandated by the Utah Legislature; the county crisis response units in accordance with state law related to Mobile Crisis Outreach Teams; the annual DSAMH audit of the Local Contracted provider(s); the accountability over the Local Contracted Provider(s) to all State, Federal, and County contracts, including the contract for service between the County and the Local Contracted Provider(s).

Provide feedback to DSAMH on proposed policies and bill related to mental health & substance abuse. Supervise and approve all mental health & substance abuse grants, fundraising, and marketing of the Local Contracted Provider(s).

### **Medicaid Oversight:**

Oversee all State and Federal Medicaid funding, including block grants for prevention services. Ensure all Medicaid passthrough and oversight funds are used in accordance with established rules and regulations. Review all Amendments to Medicaid contracts and make appropriate recommendations to the signing authority for the County.

Responsible for the yearly DSAMH and Utah Department of Health contract funding for Mental Health, Substance Use Disorder, and Substance Use Prevention Medicaid dollars. Oversee compliance with the 20% County Match regulation for Medicaid and ensure all Medicaid mental health carve-outs are not intermingled with other Medicaid awards for the County.

**Summit County Mental Wellness Strategic Plan:**

Responsible for implementation and continued development of the Summit County Mental Wellness Strategic Plan.

Supervise in partnership with the Park City Community Foundation, all fundraising, grant writing, and partner contributions in relation to achieving the goals of the strategic plan.

Develop and implement a yearly Operational Plan, based on the strategic plan, with input from the Alliance Executive Committee and Board Directors, which addresses budgeting, volunteer staffing, fundraising/development, and partnerships.

Supervises community partnership cultivation and maintenance of current and potential supporters in order to ensure sustainability and implementation of the Summit County Mental Wellness Strategic Plan. Report annually to the Summit County Council and the Park City Council on the current state and progress of the Strategic Plan.

**Summit County Mental Wellness Alliance:**

Serve as the Director of the Summit County Mental Wellness Alliance (Alliance) and ensure continued community support of the Summit County Mental Wellness Strategic Plan from Alliance members and the community.

Coordinating with the Alliance Executive Committee and Board Directors, develop and implement a yearly Operational Plan based on the strategic plan, which addresses budgeting, volunteer staffing, fundraising/development, and partnerships.

Provides guidance to the Board of Directors to help them fulfill their responsibilities as Board members in formulating policy, financial oversight, fundraising, and assessing the performance of the agency.

Acts as the spokesperson to media on policy and mental health information through coordination of community outreach and public relations; participate in community activities as a representative of the Alliance and Summit County, as appropriate; coordinate and arrange trainings; use the required data systems for reporting.

Coordinate with chairs by attend monthly committee meetings and various workgroup meetings; support workgroup chairs and the coalition chair coordinating, attending, and participating in meetings - communicate meeting times, agendas, accomplishments, and assigned tasks.

Assist the Alliance and its workgroup members to create and facilitate recruitment plans, encourage attendance, and meet with the membership periodically outside of partnership meetings, as deemed necessary; maintain a list of active members and member organizations; ensure that each workgroup has assigned chair and secretary.

Provide technical assistance to all workgroups and the partnership to work consistently with all relevant guidelines; assist the funding workgroup in securing additional funds for proposed services and to sustain current funding.

Attend local collaborative meetings, continuum of care meetings, and other local service-based meetings to increase visibility and increase interest in the coalition as necessary; inform and educate potential partners throughout the county about the partnership process and potential value of participation; receive and disseminate information from partner organizations and outside sources.

**Other Duties:**

Ensure participation in regional meetings as well as on statewide workgroups as requested. Represent the Summit County Council on the Utah Behavioral Health Council, a subcommittee of the Utah Association of Counties.

As appointed, represent Summit County on the Utah Coalition for Opioid Overdose Prevention. Working with County Superintendents, coordinate mental health & substance abuse crisis services. Provide support to Drug Court Staff as needed, and ensure ancillary funding from DSAMH for the Drug Court Program remains within the Medicaid contract.

Maintain awareness of all pending legislative bills and resolutions involving mental health & substance abuse which may affect services or programs in Summit County. When needed, be available to testify before legislative committees.

Supervise payment and headcount of Summit County beds currently utilized in the Utah State Hospital. Coordinate with the State Medical Examiner and local emergency department for accurate suicide reporting for Summit County.

Represent the Summit County Council on the Utah Behavioral Health Council, a subcommittee of the Utah Association of Counties.

Other duties as assigned.

#### MINIMUM QUALIFICATIONS

1. **Education and Experience:**

A. Bachelor's Degree from an accredited college or university;

AND

B. Eight (8) years' experience in managing community based coalitions involving public health or other community benefits and related strategic planning;

OR

C. An equivalent combination of education and experience;

2. **Required Knowledge, Skills, and Abilities:**

**Considerable knowledge of** interpersonal communication skills; community coalitions; modern development (fundraising) practices; grant writing; office practices and procedures; telephone etiquette; document management, filing procedures and methodologies; English composition, spelling, grammar, punctuation, etc.; personal computer operations, and various program applications; state laws as they apply to agency financial practices; basic database management; basic statistics and mathematics.

**Working knowledge of** the principles of local government administration and personnel administration; county personnel policies and procedures; state and federal codes related to mental health and substance abuse; Medicaid administration; Local Mental Health & Substance Abuse Authorities as outlined in Utah Code.

**Ability to** supervise community volunteers; oversee multiple projects and functions at one time; supervise major projects and programs; plan and organize comprehensive research studies; communicate effectively, verbally and in writing; perform basic mathematical calculations; operate standard office equipment; develop effective working relationships with supervisors, fellow employees, elected officials, partnership members, business owners, elected officials, partnership members, and the public; independently and manage work assignments in a high interpersonal contact environment; build a coalition of community-wide partners to achieve population-level outcomes; recruit, engage, and lead volunteers on behalf of the mission of the initiative

3. **Special Qualifications:**

Valid, non-restricted driver's license and reliable transportation.

4. **Work Environment:**

This position is a community-based position, and as such, approximately 50% of the time is spent in community meetings or fundraising activities. The remaining 50% is served in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity required for essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.