



North Sound BH-ASO

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NORTH SOUND BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION Position Description

TITLE:	Contracts Coordinator
REPORTS TO:	Provider Relations & Contracts Manager
ASSIGNED TEAM:	Contracts/Fiscal Team
FLSA STATUS:	Exempt
CLASSIFICATION:	Grade 33

North Sound Behavioral Health Administrative Services Organization values and seeks diversity, equity, and inclusion as integral to the behavioral health field. We support, embrace, and celebrate everyone's uniqueness, promote inclusion, and commit to remove systemic barriers that affect our workforce, our providers, and the people that receive behavioral health services.

JOB SUMMARY

The Contracts Coordinator provides operational support for North Sound BH-ASO's Contract Lifecycle Management (CLM) program by assisting with the coordination, administration, tracking, and maintenance of provider and organizational contracts. The position is responsible for maintaining contract records, assisting with contract routing and execution, tracking key dates and documentation, and supporting communication with providers, contractors, and internal staff. This position performs routine contract administration activities and helps ensure contract files are complete, organized, and maintained in accordance with organizational requirements.

ESSENTIAL JOB FUNCTIONS

1. Support implementation and continuous improvement of contract lifecycle management processes and systems.
2. Assist in the development and maintenance of contract templates, attachments, and exhibits. Maintain contract documentation to ensure essential contract records are accurate, complete, and audit ready.
3. Assist with the preparation and advertisement of Requests for Qualifications (RFQs), Requests for Proposals (RFPs), and other procurement processes; organize bidder meetings; assist with receipt and organization of proposal submissions; and assist in reviewing proposals for completeness and compliance with solicitation requirements.
4. Maintain contract workflow, intake, and routing within the organization's contract management processes.
5. Assist with coordinating the preparation, routing, execution, and distribution of contracts, amendments, and related documents.
6. Assist with provider onboarding activities, including maintaining organizational provider credentialing and recredentialing documentation; tracking provider licensure, insurance, certifications, and other required documentation; and coordinating with providers to obtain updated information.

7. Maintain contract records and electronic contract files in accordance with organizational record retention requirements.
8. Ensure executed agreements are properly filed and distributed to appropriate internal and external parties.
9. Assist with monitoring contract expiration dates, renewal timelines, insurance requirements, and other critical contract milestones.
10. Assist with tracking contract deliverables, monitoring reporting requirements, and coordinating invoice review activities with program and fiscal staff.
11. Develop and maintain contract tracking reports, spreadsheets, dashboards, and databases used to monitor contract status, renewals, and required documentation.
12. Serve as primary administrative contact for providers, contractors, and internal staff regarding contract-related inquiries.
13. Coordinate communication regarding contract execution, renewals, amendments, and required documentation.
14. Assist providers and contractors in submitting required contract materials.
15. Provide courteous, professional customer service to providers, contractors, stakeholders, and staff while responding to routine contract-related inquiries.
16. Schedule, coordinate, and document meetings related to contract development, procurement activities, and provider relations, including preparing agendas, taking meeting notes, distributing minutes, and coordinating meeting invitations.

OTHER JOB FUNCTIONS

1. Attend staff meetings, training, and seminars as requested.
2. Perform other duties and special projects as assigned.

QUALIFICATIONS

Knowledge of:

- Contract administration, contract lifecycle management (CLM), and records management principles and best practices.
- Exceptional written, verbal, and interpersonal communication skills.
- Advanced business writing, including proper English, spelling, grammar, punctuation, word usage, and proofreading techniques.
- Basic project coordination and project management principles.
- Adobe Acrobat, MS Office Suite including Word, Excel, PowerPoint, Teams, and Outlook.

Ability to:

- Demonstrate a high degree of attention to detail while ensuring accuracy and meeting deadlines.
- Manage multiple competing priorities and deadlines.
- Establish and maintain effective working relationships with staff, providers, stakeholders, government agencies, and organizational leadership.
- Follow written and oral instructions with a high level of accuracy.
- Communicate effectively, both orally and in writing, including proofreading and preparing professional correspondence, reports, and other documents.
- Demonstrate strong organizational skills and maintain accurate record-keeping systems.
- Maintain confidentiality.
- Work as a proactive, positive member of the North Sound BH-ASO team.

Education and Experience:

- Associate's degree in business administration, Public Administration, Healthcare Administration, or a related field, and two (2) years of progressively responsible administrative experience supporting contract administration, procurement, legal, healthcare administration, records management, or a related function; or an equivalent combination of education and/or experience that provides the required knowledge, skills, and abilities.
- Experience using electronic document management or contract lifecycle management systems.

License and Certification:

- Valid Washington State driver's license and proof of insurance at the time of hire.

WORKING CONDITIONS/PHYSICAL DEMANDS

Work is generally performed in an office environment. Duties involve travelling to other locations to attend or support meetings and conduct work. Travel outside the local area may be needed to attend seminars or conferences. May include occasional evening meetings. Incumbent must be able to effectively utilize computers and related software, computer printers, photocopier, multimedia equipment, telephone system (multiple line), postal equipment and fax. Must sit in meetings or at a desk or computer for extended periods. On occasion, will carry supplies/materials up to 15 pounds from vehicle to building for meetings and presentations. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

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

Employee Signature_____

Date_____

Manager Signature_____

Date_____