



North Sound BH-ASO
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NORTH SOUND BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION Position Description

TITLE:	Deputy Director
REPORTS TO:	Executive Director
ASSIGNED TEAM:	Leadership Team
SUPERVISES:	Contracts Manager, HR Specialist, Information Technology/Information Systems
FLSA STATUS:	Exempt
CLASSIFICATION:	Grade 41

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 Deputy Director manages the contracting processes, information technology/information systems (IT/IS), and human resources management within North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO). The Deputy Director addresses organization-wide issues related to internal and external relations and general organizational operations.

This position is a member of North Sound BH-ASO's Leadership Team, providing internal support to North Sound BH-ASO.

ESSENTIAL JOB FUNCTIONS

1. Member of North Sound BH-ASO's Leadership Team (LT) providing leadership and mentoring to all employees within the organization. Active participant in LT meetings providing research, discussion, and input into organizational-wide issues.
2. Oversee the contracting process for the organization.
 - a. Leads negotiation of contracts and evaluates subcontractor compliance performance in relation to contractual guidelines.
 - b. Reviews and analyzes overall contract policies and procedures; develops and recommends new and/or improved contract policies and procedures as well as coordinates the implementation of existing policies and procedures with other North Sound BH-ASO staff, with state/county divisions and departments and with contracted providers/vendors as necessary.
 - c. Coordinates processes for the identification and correction of problems related to the North Sound BH-ASO contracting systems.
 - d. Responsible for contract compliance processes for the organization.

3. Oversee Human Resources administration for the organization.
 - a. Maintains compliance with federal and state regulations concerning employment.
 - b. Oversee recruitment efforts for all exempt and non-exempt employees, ensure new employee orientation is conducted, and an orientation training matrix is maintained.
4. Provides leadership and oversight for the information technology/information systems (IT/IS) work at North Sound BH-ASO.
5. Provides leadership and oversight for the Compliance program at North Sound BH-ASO.
6. Provides leadership and oversight for the HIPAA and 42 CFR Part 2 program.
7. Works proactively to develop and maintain relationships with providers and stakeholders in the North Sound BH-ASO region.
8. Participates and shares expertise and knowledge in cross-team coordination and facilitation on projects.
9. Act as backup to the Executive Director when necessary.
10. Member of the North Sound BH-ASO credentialing committee.
11. Supervises assigned staff, including selection, orientation, training, coaching, scheduling, discipline (including recommendations for termination), and timely performance reviews.
12. Provides leadership and direction within the agency.
13. Acts as liaison with other governmental agencies and contracted providers/vendors.
14. Consults with the Executive Director and/or legal counsel on laws, rules and regulations governing governmental contracting management in a managed health care environment.
15. Encourages and supports advocate involvement and participation at all levels of North Sound BH-ASO including its Advisory Board, committees, contract negotiations and workgroups.
16. Represents the North Sound BH-ASO in local and statewide meetings, committees, task forces, and conferences, often with major implications for system development and design.
17. Provides policy development and support to the Executive Director and North Sound ASO Board of Directors, including presentation of materials and response to questions at meetings and drafting correspondence and policy statements for North Sound BH-ASO action and signature.
18. Performs all other duties as assigned.

OTHER JOB FUNCTIONS

1. Attend staff meetings, training courses, and seminars as requested.
2. Participates in local and statewide workgroups, committees, and meetings for public behavioral health initiatives as requested.
3. Provides support to the Executive Director and Board of Directors and performs other duties and special projects as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of procurement and contracts.
- Principles and practices of human resource management.
- Principles and practices of continuous quality improvement
- Data processing practices and techniques.
- Project management principles and practices.

- Overall Knowledge of the funding mechanisms and requirements for behavioral health in the state of Washington, including Medicaid.
- Working knowledge of Behavioral Health continuum of care, specifically the publicly funded behavioral health crisis system.

Ability To:

- Demonstrate strong leadership skills, including the ability to assess complex situations and make informed decisions. The ideal candidate will take a proactive approach by actively engaging with staff, stakeholders, and organizational leaders to foster system improvements and ensure clarity throughout the organization.
- Evaluate procedures and analyze operations, take effective action to correct deficiencies and resolve problems.
- Identify, evaluate, and eliminate risk factors that have the potential to cause harm to the organization.
- Analyze budgeting strategies and projections for organizational stability.
- Plan, develop and implement programs.
- Interpret and apply laws, rules, regulations, and legislation governing North Sound BH-ASO operations and garner resources where such is not possible or appropriate.
- Strong planning and organizational skills with ability to track and meet varying deadlines.
- Work collaboratively with and provide leadership to internal and external diverse stakeholders.
- Work independently in developing and managing a range of complex projects and programs.
- Communicate effectively, both orally and in writing, including effective presentation skills.
- Proficient with Microsoft Office, including Word, Excel, PowerPoint, and familiar with Microsoft SharePoint.

Education and Experience:

- Master's degree in human services, communications, education or a related field AND five (5) or more years of professional contracts management experience, preferably in the field of behavioral health care or behavioral health administration.
- An equivalent combination of education and experience may be considered.

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 some travel to other locations to attend meetings and conduct work. Travel outside the local area may be needed to attend seminars or conferences. Duties may include occasional evening meetings. Position requires sitting in meetings or at a desk or computer for extended periods. On occasion, duties will require carrying of 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 as 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_____