

**Position Title:** Medical Program Specialist 3

**Requisition:** 2021-07777

**Created:** July 12, 2021

**Description:**

This position will be considered a subject matter expert on Clubhouse programs and will be leading and providing facilitation and direction for an advisory committee as well as reporting to the statewide recovery services advisory committee. The position will have significant input or influence on statewide policy development regarding Clubhouse/Peer programs.

Provides oversight and program management of the Clubhouse/Peer-run organization programs including contract management and reporting on outcomes of the program.

Serves as the primary point of contact for Clubhouse/Peer-run organization programs related to the creation and oversight, technical assistance and managing the funds. Ensure the Clubhouse/Peer organizations use and adhere to contract requirements.

Oversee and administer the contract for Clubhouse/Peer-run organizations to include monitoring the progress of startup for new Clubhouse/Peer-run organizations and identifying technical assistance and resources needed to be successful.

Providing technical assistance on adhering to intergovernmental agencies and private organizations to expand Peer-run organizations in accordance with allocated funds and evidence based, research based and promising practices appropriate for the target populations, including persons with co occurring substance use disorders and mental health.

Manage and monitor new Clubhouse/Peer-run organization programs and service data reporting requirements and tracking.

Manage the fiscal accountability of the Clubhouse/Peer-run organizations, approve invoices, and track utilization of the program.

**Stakeholder Engagement**

Act as the subject matter expert on Clubhouse/Peer-run organizations to internal and external stakeholder groups.

Present to intergovernmental agencies and private organizations to expand Peer-run organizations in accordance with allocated funds and evidence based, research based and promising practices appropriate for the target populations, including persons with co-occurring substance use disorders and mental health.

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**Minimum Requirements:**

A Master's degree with major study in public health, public administration, nursing, health administration, economics, business administration, or closely allied field **AND** three years' experience with supported employment, clubhouse or peer-run organizations. Additional years of direct service experience working in clubhouse, supported employment or peer-run service organizations may be substituted for the required education on a year-for-year basis.

- Knowledge of state and federal mental health and substance use disorder statutes, rules and regulations
- Knowledge of Medicaid reimbursement and State plan modalities

- Knowledge of Washington States' community behavioral health system.
- Proficient in excel, data collection and report development.

**OR**

- One year of experience as a Medical Program Specialist 2.

**OR**

- Two years of experience as a Medical Program Specialist 1.

**Preferred Experience:**

Master' Degree plus 3 years of experience in working with system redesign, contract development/management,

contract monitoring, mental health and substance use disorders, to include leadership, coordination and administration of service delivery systems.

- Knowledge of Recovery Support Services and Clubhouse/Peer-run organization models
- Ability to work collaboratively with multiple stakeholders including peers, providers, state and local government officials and legislative staff in development of policies and procedures, WACs and statutes.
- Ability to plan, collaborate, analyze and problem solve with clear goals and objectives regarding system service gaps and policy needs.
  - Excellent verbal and written communication skills
  - Ability to lead meetings, facilitate workgroups and represent division/agency management positions.
  - Knowledge and experience in project management, processes, leadership and execution
- Lived experience with mental health or substance use disorders or chronic health conditions.

Compensation \$5494 - \$7207 Monthly

**Sourcing Key Words and Phrases:**

MPH, MPA, MSN, MHA or MBA Economics  
 Behavioral Health  
 Vulnerable populations  
 System redesign  
 Medicaid  
 Planning and implementation  
 Clubhouse or Peer-run organizations  
 Evidence-based models  
 Partnerships  
 Diversion programs  
 Contract Development/Management  
 Project management tracking software  
 Policy, data tracking and monitoring  
 Lead/Facilitate workgroups  
 Project management knowledge or experience

Lived experience: Mental health, substance use disorders, chronic health conditions

**Sourcing Methods:**

Linkedin, WorkSource Posting and resume bank  
Behavioral health organizations and associations  
Clubhouse affiliates  
Peer-run organizations  
ATS, past applicants

**Boolean:**

site:linkedin.com manager AND "behavioral health" PMP "people also viewed" "greater seattle area"  
intitle:resume OR cv "manager OR supervisor" AND "behavioral health" @gmail.com  
site:linkedin.com/in OR site:linkedin.com/pub -pub.dir intitle:"epic analyst" (federal way)  
site:facebook.com "profile photo" ("behavioral health" AND Manager) Tacoma

**Notes:**

**Manager ideal candidate profile:**

- Knowledge of Recovery Support Services and Clubhouse/Peer-run organization models.
- Ability to work collaboratively with multiple stakeholders including peers, providers, state and local government officials and legislative staff in development of policies and procedures, WACs and statutes.
- Ability to plan, collaborate, analyze and problem solve with clear goals and objectives regarding system service gaps and policy needs.
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