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Executive Director



Employment Type

Full-time

Job Location


 1060

Webber, The
Dalles, 97058

Base Salary

\$133,750. - \$144,6
64 Per year

Date posted

 March 22,
2022

Attachment

 MCCFL
EMPLOYMENT
APPLICATION

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Description

General Statement of the Position:

The Executive Director serves at the Community Mental Health Program (CMHP) director as defined under ORS 426.244; operating under ORS 430.610 to 430.695. The position reports directly to the Tri-County Mental Health Board of Directors to ensure that MCCFL is a successful and financially viable organization. The Executive Director assumes primary oversight and leadership to all Agency functions and services, and provides specific management oversight to the administrative, quality improvement, and financial functions of the organization. The Executive Director is responsible for leadership at the strategic level as well as for the day-to-day operations, and accomplishes this within a management team model. This includes direct or indirect management of Agency personnel and focused work with regional Coordinated Care Organizations (CCOs) and other funders, as well as community partners and consumers, to ensure that MCCFL services are relevant to the community and are clinically appropriate for the people it serves. The Executive Director is expected to strengthen and maintain community partnerships, as well as cultivate

innovative ways to meet community needs and address social determinants of health and equity for underserved populations. The Executive Director works closely and collaboratively with the Deputy Director to ensure internal and external projects are aligned.

Responsibilities

Essential Responsibilities of the Position: *The following list represents the essential responsibilities of the position. It does not include, however, all of the duties the position may be expected to perform.*

- Collaborate with Board leadership and the MCCFL leadership team to develop MCCFL's vision and strategic plan and position the Agency for present and future sustainability.
- Possess a strong understanding of publicly-funded safety net services and administrative practices. Assume responsibility as final decision-making authority in matters of personnel, human resources, budget, fiscal, facility, information technology (IT) and program evaluation functions.
- Develop objectives and plans for Agency clinical services in collaboration with the Deputy Director and Management Team;

ensure that plans are implemented in adherence to the vision, mission and values established for the agency.

- Ensures consumer input through membership on advisory boards; is open and available for family advocate and consumer input into the Agency operations.
- Work with Deputy Director and management to ensure Agency compliance with statutory, contract and state administrative rules as required.
- Lead and manage operations and resources in a fiscally appropriate manner. Manage Agency budget in consultation with the Finance Manager; assure that Agency budget processes meet public budgeting requirements.
- Identify data and evaluation activities and methods to capture outcome measurements and other reporting requirements. Provide non-technical leadership support to the IT team in Electronic Health Record (EHR) program development and cross functionality; data reports and configuration; decisions regarding format, reporting, etc.; managing hardware/software issues. Oversee and approve technology equipment purchases. Liaise with software vendor to

manage EHR contract and troubleshoot system issues.

- Establish and monitor contract programs as required by state and county statutes and regulations. Establish program standards and requirements; develop budgets and execute contracts; assist in resolving issues and conflicts in meeting state and federal requirements.
- Represent MCCFL and advocate for Agency interests at state, regional and local levels. Participate in key state and regional partnerships and meetings to ensure that local needs are addressed and coordinated with state and regional initiatives. Develop and nurture working partnerships with legislative representatives in order to keep representatives apprised of local community needs.
- Consult with local advisory committees, groups, agencies and individuals to assess community health service needs and coordinate existing services. Identify and develop new revenue sources to support agency functions and community service needs.
- Compile and present a variety of plans, reports and assessments as required, including a comprehensive local plan for the

delivery of mental health services for children, families, adults and older adults that describes the methods by which the local mental health authority shall provide those services as outlined under ORS 430.630.

- Establish strategic goals to address the social determinants of health and equity issues that exist for vulnerable and historically marginalized populations at MCCFL.
- Hire and manage the performance of all direct-report leadership team members

Qualifications

Incumbents must meet the following minimum requirements (OAR 309-014-0020):

- Master's degree in a related discipline (e.g. behavioral/social/health science, special education, public or human service administration) from an accredited college or university.
- A minimum of five (5) years' post-master's work experience in human services programs, two (2) of which are in community mental health and/or developmental disability services.

A minimum of five (5) years of senior-level administrative or progressive leadership experience that includes duties such as program

planning, fiscal operations, budget development and monitoring, human resources, contracting, facility management and IT/database oversight

- **Additional Preferred Qualifications:**

- Knowledge of Oregon's Coordinated Care Organizations structure and payment models.
- Experience working with state of Oregon certified addictions programs.
- Professional licensure in the state of Oregon as a licensed professional counselor or licensed clinical social worker.
- Certification as an alcohol and drug counselor (CADC) level II or III.
- Bilingual fluency (English/Spanish).
- Knowledge of Trauma Informed Care, recovery-based systems of care and social determinants of health and equity.
- Experience working within a union work environment.

Required Competencies:

- This position requires an effective balance in the ability to work independently, with a team, and also as a strong leader. In performing the work, the incumbent must effectively employ a thorough knowledge of human services leadership, clinical services, business services, fiscal planning and public

budgeting, and community relations. The incumbent must demonstrate strong competence in strategic planning and in guiding an organization in implementing strategic plans.

- This position requires competence in fiscal management including budget oversight, revenue development, and short- and long-term fiscal planning.
- This position requires full competence in comprehending, interpreting and applying a wide variety of laws, rules and regulations. The work requires an incumbent who is fully competent to discern appropriate overall Agency direction, develop and implement comprehensive plans, and oversee implementation within the Agency vision. Competence to supervise professional management staff, as well as competence to adapt to and work within the varied political and social environments encountered is also required.
- Competence in communication is required, with sophisticated ability to communicate professionally and clearly at all levels of the organization. Strong competence in writing is required, as well as competence in gathering and synthesizing statistical data to prepare reports and other written communication.

The Executive Director must effectively utilize concepts of both consultation and team approaches, and maintain effective working relationships with Agency personnel, community partners, CCOs, State and Federal contacts, and the general public.

- Cultural competence is required. The Executive Director must have an understanding of cultural differences and must possess a strong appreciation of and respect for diversity. The Executive Director must demonstrate cultural sensitivity and understanding the ways in which culture influences and strategically impacts services while incorporating this understanding into trauma-informed care. The Executive Director must be competent to represent the organization effectively in a variety of settings with diverse communities.
- The Executive Director must be competent in employing knowledge of best and evidenced-based practices for behavioral health programs that operate under the CMHP status.
- The Executive Director must demonstrate sophisticated understanding of process improvement models and cultural transformation technology, as well as utilization management functions, data

analysis, developing outcome measures, management database/information systems, and program evaluation.

Job Benefits

Benefits (Note: subject to change annually)

- Affordable monthly medical premium through the PEBB
- Dental
- Vision
- Life Insurance
- Flexible Spending Account
- Employee Assistance Program
- Retirement: Oregon Public Employees Retirement System (PERS)
- 11 Paid holidays a year (including one floating holiday)
- 7.5 hours of sick leave accrued each month
- Generous vacation accruals (up to 15 for years 1-3, based on date of hire and hours worked)