

TRI-COUNTY HEALTH NETWORK



Position: Behavioral Health Administrator-Telluride
Direct Supervision: Director of Advocacy and Inclusion
Status: Non-Exempt, Full-Time Hourly

JOB SUMMARY:

The Behavioral Health Administrator is responsible for overseeing and supporting the Behavioral Health Solutions Panel administration, facilitating the Behavioral Health Fund, and providing coordination among behavioral health (BH) programs and initiatives administered by TCHNetwork. The Administrator will oversee all administrative duties of the Behavioral Health Solutions Panel including meeting facilitation; support the BH team through regular meetings; improve team productivity and satisfaction; increase program participation, establish relationships and communicate regularly with stakeholders working towards improving access to and education of BH throughout the region. The Administrator will work to develop collaborative teamwork among and across sectors to maximize resources and reduce stigma preventing individuals in receiving the care they need.

DUTIES AND RESPONSIBILITIES:

1. Facilitate regular meetings among BH staff that create a culture and atmosphere that will lead to an elevated level of employee engagement and satisfaction.
2. Function as a knowledge source for current initiatives including evidence-based training to support mental health and wellness in the community, teletherapy, and behavioral health coalitions/collaboratives.
3. Administer the San Miguel Behavioral Health Collaborative and oversee the support for the San Miguel Behavioral Health Solutions Panel.
 - a. Help develop agenda, create, and distribute Panel meeting packet and take minutes at monthly meetings.
 - b. Coordinate the translation and interpretation of Panel meeting materials and meetings.
 - c. Liaison to San Miguel Chief Deputy Clerk for funding agreements, contracts, invoicing, and other info as needed for BOCC approval.
 - d. Work with Marketing to keep BHS website info current with minutes, budgets, and solicitations.
 - e. Assist in RFP and grant process including ensuring timeliness and completeness of applications, issuing contracts and MOUS, and tracking project outcomes.
 - f. Research specific programs and services and collaborate with other communities to see what programs have worked and what barriers they have faced.
4. Administer the Behavioral Health Fund.
 - a. Process applications for new therapists
 - b. Ensure therapists are compensated for qualified therapy sessions
 - c. Notify recipients of awards and terms of services
 - d. Communicate with therapists regarding program and changes

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5. Coordinate with the marketing department to ensure programs, initiatives, and events are promoted throughout the region via flyers, press, newsletters, direct email, and social media.
6. Assist in conducting monthly, quarterly, and annual assessments of programs; identify weaknesses, create mitigation plans and assist in implementing improved quality of programs to maximize outcomes.
7. Keep the community apprised of programming successes and challenges as the public relations lead by ensuring attendance and presentations at various regional meetings.
8. Ensure confidentiality of all client information and team performance/compliance.
9. Organize and coordinate new initiatives and projects in coordination with external stakeholders, the TCHNetwork team and peers. Develop policies and procedures, as applicable.
10. Assist in the procurement and management of various grants and funding opportunities, including developing workplans.
11. Any other duties as required to ensure TCHNetwork is successful.

REQUIRED EDUCATIONAL AND EXPERIENCE:

- A relevant four-year degree in relevant field, OR 5 years of an equivalent combination of education and relevant professional experience
- 2 years minimum of successful program management experience.
- 2 years minimum of experience managing a team of 3+ entry level positions, including staffing and promotion.
- Demonstrated ability to prioritize, lead and manage multiple projects simultaneously with minimal supervision, a high degree of self-accountability, and maintain professionalism.
- Experience in a collaborative team environment, delegating workload and responsibilities.
- Excellent verbal and written communication skills.
- Must be proficient in MS Office, including Microsoft Excel, and have aptitude for computers and working with various software platforms.

PREFERRED QUALIFICATIONS:

- Professional experience in coalition building and grassroots community engagement.
- 2 years working in a professional capacity in a rural community and/or with a non-profit.
- Lived experience with mental health and wellness
- Knowledge and experience working with individuals living with a mental illness
- Demonstrated leadership skills and ability to facilitate meetings producing high quality results
- Experience working with disadvantaged/underserved populations and cultural diversity.
- Bilingual in Spanish and English (preferred)

PERSONAL ATTRIBUTES:

- Adept in establishing trust and gaining rapport.
- Aptitude to meld the deliverable metrics of the programs and meeting the emotional needs of staff, clients, and partners.

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The logo graphic consists of several overlapping, curved lines in shades of orange, red, and yellow, forming a stylized, upward-pointing shape that resembles a mountain range or a network of paths.

- Strong work ethic and collaborative style with internal team members and external partners.
- Advanced time and/or project management abilities.
- Internally motivated with an initiative to improve processes.
- Change agent demeanor; flexible thinker, ability to adapt to a changing environment.
- Ability to exercise forethought, to look ahead and anticipate needs.
- Excellent critical thinking and consultative problem-solving skills.
- Skilled in multi-tasking and handling stressful situations.

OTHER:

Occasional local and regional travel. May require occasional state or national travel. Must have reliable transportation to travel as needed and comfortable traveling in inclement weather. Valid driver's license and car insurance required. Ability to work a flexible schedule including evenings and weekends, as applicable.

POSITION LOCATION:

Hybrid position that occasionally requires travel throughout San Miguel, Ouray, Montrose & Delta counties. First 30 days onsite, then 2 days a week, in Telluride office. No relocation assistance available.

COMPENSATION:

\$22.00-26.50 hourly based on experience

BENEFITS:

104 hours vacation annually, 96 hours holiday pay, and up to 48 hours of sick pay. 100% of employer-sponsored medical and dental insurance premium paid after 90 days, up to 3% match IRA with immediate vesting, flexible spending account, employee referral program, mental health wellness program, and continued professional development opportunities.

DIVERSITY, EQUITY, AND INCLUSION:

Tri-County Health Network is a nonprofit organization committed to collaborating with our communities to improve healthcare for everyone. Diversity, Equity, and Inclusion is at the core of our mission and work in the region.