

Center for Families and Children / WSEM / El Barrio

Talent Management
4500 Euclid Avenue
Cleveland, Ohio 44103
(216) 432-7257 (Fax)
careers@c4fc.org

Manager, Integrated Health

Job Summary:

Under the supervision of the Director of Program Operations, and in conjunction with CFC's Medical Director, this individual is responsible for the organization and management of CFC's integrated health services project and Substance Abuse and Mental Health Services--Primary and Behavioral Health Care Integration (PBHCI) grant. Serves as an active team member in CFC's overall integrated health service planning and implementation. Works collaboratively with the CFC staff and partner organizations to develop and implement services and programs to improve the quality and efficiency of care supported by the project and sustainability of services beyond the grant period. The target population for services is individuals with severe and persistent mental illness; many of whom lack basic needs such as food, housing, and other resources.

Job Duties & Responsibilities:

- Serves as the lead representative and resource to staff on integrated health services and the PBHCI grant project.
- Travels between CFC sites, as well as participates in regional and national meetings and conferences as necessary.
- Supervision of Nurse Care Coordinator including giving ongoing feedback and formal performance evaluations.

Grants Management

- Comply with all terms and conditions of the award and satisfactorily perform activities to achieve the program goals;
- Produce required SAMHSA reports; including project budget, quarterly written report, and goal tracking. Responsible to organize the collection of client level research data and provide to SAMHSA, with support of behavioral health management and performance improvement staff
- Consult with and accept guidance and respond to requests for information from the Government Project Officer, the Grants Management Specialist, and other relevant SAMHSA and Federal staff. Keep Federal program staff informed of emerging issues, developments, and challenges.
- Participate in PBHCI grant program webinars, conference calls, and meetings.

Project Management

- Promotes effective communication within CFC and between collaborating organizations. Continually develops improved lines of communication between and among staff across all functions.
- Determines trends in services demands and capacity to meet demand. Recommends improvements in process to enhance responsiveness to demand.
- Collaborate with performance improvement and behavioral health management staff to develop and update project procedures and protocols.
- Collaborate with performance improvement staff to ensure adherence to quality standards by staff;

providing clear and consistent application of agency policies and community medical standards; ensuring proper documentation of services; and modeling the highest ethical, legal and client care standards.

- Assumes overall responsibility for regulations for privacy and security under the Health Insurance Portability and Accountability Act (HIPAA) for all applicable health information.

Other

- Participates in site-based staff meetings and interdisciplinary project teams, as assigned.
 - Performs other related duties as assigned.

Job Qualifications:

Must have a Master's degree in Social Science, Nursing, Public Health, Healthcare Administration, or other related field

- Project management and supervisory experience-3-5yrs. Excellent organization skills
- Knowledge of the community mental health system required. Knowledge of primary care practices preferred.
- Grants management experience strongly preferred, especially federal grants
- Program design and implementation experience required.
- Excellent oral and written communication skills
- Computer proficiency required, especially Microsoft Excel
- Must be able to plan, organize and prioritize multiple activities and maintain positive relations with a wide variety of people and work collaboratively with all stakeholders. Flexibility is a critical skill.
- Must have an awareness of and sensitivity to the cultural diversity of the population served.

Application Procedures:

For consideration of this employment opportunity, please submit your application materials to the address, fax, or email address noted.

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Attention: Manager of Integrated Health
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HR Email: careers@c4fc.org**