



Barry-Eaton District Health Department

Be Active • Be Safe • Be Healthy

Barry County: 330 W. Woodlawn Ave., Hastings MI 49058
Phone: 269-945-9516 Fax: 269-818-0237

Eaton County: 1033 Health Care Dr., Charlotte, MI 48813
Phone: 517-543-2430 Fax: 517-543-7737

Eaton Behavioral Health: 1033 Health Care Dr., Charlotte, MI
48813
Phone: 517-543-2580 Fax: 517-543-8191

BEHAVIORAL HEALTH PROGRAM ADMINISTRATOR

Barry-Eaton District Health Department is looking for motivated bachelor's level candidates interested in leading a broad range of administrative functions within the Behavioral Health division at the Eaton County site. The Behavioral Health division provides an array of outpatient prevention, treatment, peer support and case management services for individuals with co-occurring health, mental health and substance use related issues. Ideal candidates are those with degrees in Health Services Administration, Health Information Technology or Management, Business Administration or in a related field. Applicants should have an interest in quality improvement, policy development, accreditation preparedness and electronic medical record maintenance.

To apply send resume, cover letter, and a completed application to:

Email: dfuller@bedhd.org

Or Fax: 517-543-2656

Or Mail:

Barry-Eaton District Health Department
Attn: Personnel
1033 Health Care Drive
Charlotte, MI 48813

***BARRY-EATON DISTRICT HEALTH DEPARTMENT
IS AN EQUAL OPPORTUNITY EMPLOYER***

DIVISION/SECTION:	EATON BEHAVIORAL HEALTH
TITLE:	PROGRAM ADMINISTRATOR
POSITION NUMBER:	
FTE:	REGULAR, FULL-TIME
UNION AFFILIATION:	UNION POSITION
SALARY:	\$15.37/HR - \$19.78/HR
PRIMARY LOCATION:	EATON COUNTY OFFICE

Barry-Eaton District Health Department

EBH Program Administrator
Pay Grade: 9S
Bloodborne Pathogen Risk: Category A

General Summary

Under general supervision provides a broad range of administrative functions for the Eaton Behavioral Health Director/Manager, professional and management staff, typically including the director or a manager and supervisor and/or a major program area within a division. Additionally, EBH Program Administrator takes a lead in electronic filing maintenance and quality improvement efforts.

Essential Functions

- Performs administrative duties for the Program Manager as necessary.
- Responsible for the implementation and maintenance of Electronic Medical Records system.
- Collects, records, and analyzes data related to program outcomes. Creates reports to share with agency, funders, and stakeholders.
- Assists Program Manager in implementing quality improvement efforts within the department.
- Coordinates workflow with/for other staff in the division.
- Distributes quarterly client satisfaction surveys and tabulates results.
- Performs quality assurance checks on clinical documentation to assure program compliance.
- Performs all functions of a Secretary II as necessary.

Other Functions

1. Maintains client and employee confidentiality as required by policy and law.
2. In time of public emergency, may be required to report for assigned duties inside or outside of the BEDHD.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: Possession of a Bachelor's Degree in one of the following areas required:

- Health Services Administration
- Healthcare Administration
- Health Information Technology
- Health Information Management
- Business Administration

Experience: Two to three years of experience in an office setting with advanced experience and training in software systems similar to those used in the District. Prefer experience in the field of public health behavioral health, public health or related setting.

Other Requirements:

- Knowledge of or ability to learn medical and/or technical terminology.
- Valid Michigan driver's license and a vehicle for business use or other ability to travel to client homes and/or other worksites throughout the District.
- Ability to quickly and appropriately prioritize job duties daily based on rapidly changing needs.

- Must be able to effectively communicate and train staff on new software functions. Must be able to communicate effectively with various staff consisting of both technical and non-technical individuals.
- Ability to enter and retrieve data, create, understand and troubleshoot complex documents, multi-level spreadsheets and presentations. Ability to perform basic computer functions such as logging on and off, changing passwords, opening a program and related operations. Ability to perform intermediate computer functions such as searching network drives for files, attaching and/or opening files within email [internal and external] and advanced computer functions such as mapping network drives, installing printers, and related operations. Demonstrate advanced knowledge of all Microsoft Office products and how to use them efficiently, including the ability to create macros, formulas, and perform related procedures. Ability to use the internet to research and download information. Ability to logically work through use of a new software package using manual or online help.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- ◆ Ability to sit for extended periods.
- ◆ Ability to lift and move up to 25 lbs.
- ◆ Must have corrected hearing and vision to normal range.
- ◆ Ability to use office equipment including computer, telephone, calculator, fax and copier.

Working Conditions:

- ◆ Work is typically performed in an office setting.
- ◆ Some work is performed in varying temperatures and humidity.
- ◆ Regular contact with other staff and the public including those resistant to public health interventions.