

Date Posted: 2/18/2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Mental Health Provider Services Coordinator

Employer/Agency: Contra Costa County, California

Job Description: The Health Services Department is recruiting qualified individuals to fill one (1) Mental Health Provider Services Coordinator vacancy. This single position classification is located in the Mental Health Division of the Health Services Department and is responsible for assisting in the planning, development, coordination and oversight of the Division's contracted Mental Health providers.

The incumbent of this position will oversee the mental health provider network, which includes Marriage and Family Therapists, Licensed Clinical Social Workers, Psychologists, Medical Doctors and Registered Nurses. Additionally, the incumbent will be a liaison to the State Department of Mental Health regarding the Medi-Cal certification process.

Qualified incumbents will be expected to have and maintain knowledge of Federal and State laws and regulations governing mental health systems in the state of California. Incumbents will also be expected to make verbal presentations and work effectively with other Mental Health professionals, agencies and the general public.

The eligible list established from this recruitment will remain active for six months.

Typical Tasks:

- Assists in the development, implementation, and monitoring of mental health provider contracts;

- Reviews providers qualifications for acceptance to the Contra Costa Mental Health Plan (CCMHP);
- Monitors regulatory changes to ensure that CCMHP contracts continue to meet regulatory standards and requirements including those of the Mental Health Services Act (MHSA);
- Writes policies and procedures regarding the provider network, and maintains and distributes the CCMHP Providers Manual;
- Designs and updates providers satisfaction surveys to identify areas of improvements and analyze outcomes and recommend changes;
- Resolves complaints against providers;
- Participates in providers appeals process regarding denial of services and denial of claims payment;
- Coordinates the Medi-Cal certification process with the State Department of Mental Health for MHSA programs;
- Provides trainings regarding MHSA standards and documentation
- Conducts site visits to ensure contract and regulatory compliance;
- Reads, analyzes, interprets and ensure compliance with laws, regulations, policies and procedures governing mental health systems in California;
- Supervises, trains, assigns and evaluates subordinate staff;
- Prepares reports and correspondence;
- Provides and promotes excellent customer service for all internal and external customers

Qualifications:

License Required: Possession of a valid California motor vehicle operator's license. Out of state valid motor vehicle operator's license will be accepted during the application process.

Education: Possession of a bachelor's degree from an accredited college or university with a major in health services administration, business administration, public administration, psychology, human development, or a closely related field.

Experience: Three (3) years of full-time or its

equivalent experience in a mental health setting conducting program certifications, provider credentialing, contract negotiations, and contract monitoring.

Substitution: Possession of a Master's degree in one of the aforementioned fields may substitute for two (2) years of the required experience

Other Requirements: Prior to employment, a background investigation/fingerprint exam will be conducted on all candidates.

Salary/Hours: \$58,383.60 - \$70,965.60 Annually
Full Time

Employer/Agency: Contra Costa County
Address: 651 Pine St., 2nd floor
City, State, Zip: Martinez, CA 94553

Application Method: Applicants are encouraged to apply on-line at [Contra Costa County Department of Human Resources](#), or, a completed Contra Costa County application and Supplemental Questionnaire must be received or postmarked by 2/25/2011 at 5pm PST. Resumes may not be substituted for the official County application. An application may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553, or the County Application can be received by visiting our website at the web link listed above.

Opening Date: Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at majobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***