

Employment Opportunity

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Office: 360-716-5000 • www.QuilCedaVillage.org



Quil Ceda Village
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JOB TITLE: Quil Ceda Creek Counseling Company Administrator

DEPARTMENT: Quil Ceda Creek Counseling Company

JOB DESCRIPTION: The primary responsibilities of the QCCCC Program Administrator includes managing and overseeing the day to day operations of the business. The Administrator will also be designated as the program sponsor. The Program Sponsor described in 42 CFR § 8.11(b) is responsible for the operation of the opioid treatment program and who assumes responsibility for all its employees, including any practitioners, agents, or other persons providing medical, rehabilitative, or counseling services at the program or any of its medication units.

Provides oversight of financial management (long-term and short-term budgeting) including strategic planning, budgeting disbursing payments, account and managerial and financial reporting. Track trends and implements changes to improve patient care and the efficiency of the organization and provides leadership, guidance and direction.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: TTFC Director

EMPLOYEE SUPERVISES: Clinical Supervisor, Security Manager, Medical Director, Diagnostic Services Administrator

EDUCATION:

- Bachelor's degree from an accredited college or university in finance/business, medical or Administration field. *Relevant working experience may substitute for the degree requirement on a year-for-year basis.

SKILLS:

- Work effectively in a culturally diverse environment.
- Maintain confidentiality and communicate with tact and discretion.
- Organize, plan, coordinate, and carry-out assigned tasks with accuracy and attention to detail.
- Provide excellent customer service and problem solve effectively.

- Learn, interpret and apply codes, policies, procedures, and other written materials.
- Continually learn and utilize a variety of information systems and software.
- Effectively lead, facilitate, and present to individuals and small and large groups.
- Research and use information, data and statistics to solve problems.
- Supervise, coach, and train employees to achieve individual, department, and tribal goals.
- Have tolerance and patience to deal with upset, angry and/or frustrated patients and/or vendors.
- Must be able to successfully multitask in a fast-paced environment.

EXPERIENCE:

- Must have (5) or more years working in the Behavioral Health and Substance Use Disorder field. Working experience in planning, development and management of a Medically Assisted Treatment facility (MAT/OTP) preferred. To include certifications/licensing, building of clinical staff team, program policies and procedures, etc.
- Must have (5) years working experience in a management position.
- Minimum of (5) years working experience required in departmental financial management creating and maintaining budgets preferred.
- Minimum of five (5) years working experience with medical accounting setting and/or third party billing, TCHS programs, codes and regulations, Medicaid/Medicare/Private insurances, verifications, insurance denials, reimbursement rules, laws and regulations preferred.
- Minimum of five (5) years working experience with word processing and excel.
- Minimum of five (5) years working experience utilizing communication and public relations skills preferred.

OTHER REQUIREMENTS:

- Serve as Quil Ceda Creek Counseling Company Sponsor.
- Must be willing to monitor program outside of normal business hours and have a flexible schedule.
- Office practices and procedures.
- Office management and supervision practices and procedures.
- Principles and practices of tribal government management.
- Knowledge of Principles, theories, and practices of government accounting (GAAP) preferred.
- Knowledge of Internal and operational control concepts, techniques, and relationships.
- Knowledge of IT systems policies, security, and protocols.
- Knowledge of Tulalip, Federal, and State laws and regulations.
- Principles and best practices of finance including systems such as Munis, EPIC, RPMS preferred.
- Insurance guidelines and regulations mostly; Medicare and Medicaid and private insurances.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Valid and unrestricted Washington State Driver's License.
- Current CPR/First Aid certification.
- HIPAA training upon hire.
- This person must sign an oath of permanent confidentiality covering all patient related information.
- Ability to sit extended periods, up to eight hours per day.
- Tolerance for exposure to computer screens, for up to eight hours per day.
- Dexterity to operate personal computer, and to accomplish routine paperwork.

- Ability to stoop and bend for routine filing duties.
- Employment is contingent upon successful completion of a pre-employment background check

SPECIFIC JOB PERFORMED:

- Develop an effective team to achieve department goals in line with QCV Mission, Vision, and Values.
- Coordinates with the TTFC Director and TTFC Board on budget related activities.
- Reports to Department of Health, Board of Pharmacy, SAMHSA and DBHR. SAMHSA's federal opioid treatment standards, found in 42 CFR § 8.12
- Complies with all provisions from Drug Enforcement Administration. Monthly monitoring and yearly reviews.
- Develop department budgets and operating plans. Authorize and monitor budget revenue and expenses to make sure we stay within our approved budgets.
- Provides statistical information and monthly financials if needed to TTFC Director and/or TTFC Board.
- Reviews all the financial aspects and functions of QCCCC and helps prepare mid/annual budgets and reporting.
- Plan, develop, and report on administration programs, services, and short-term and long-range goals.
- Continuously evaluate program and patient data to support decisions regarding recovery services, policies, procedures, standards of care, and quality improvement.
- Implement strategies to ensure compliance with Tulalip, Federal, and State laws, and applicable regulations.
- Ensure strict patient confidentiality and HIPAA compliance.
- Participate in quality improvement, accreditation and planning activities.
- Base decisions on information obtained through professional knowledge and skills, current best practice standards of care, and approved policies and procedures.
- Promote the quality of health records with respect to provider documentation.
- Ensure all deliverables are met and met within a timely manner.
- Grow and develop a high performing recovery team. Engage, coach, supervise, train, and evaluate assigned employees. Monitor Continuing Professional Education training requirements.
- Develop department budgets and operating plans. Authorize and monitor budget revenue and expenses.
- Develop positive relationships within the recovery community and represent assigned department(s) to internal government audiences, the Tulalip Tribes community, and external agencies and organizations
- Cultivate a climate of caring, compassion, and trust for patient clients.
- Lead the recovery care team engaged in direct patient client care.
- Recruit qualified recovery providers and staff.
- Ensure all providers are registered, certified or licensed as required by Federal and State rules and regulations.
- Provides supervision for all personnel providing direct client care of the MAT Facility.
- Helps implement the policies and procedures of the agency, including personnel, treatment services, and records.
- Prepares written performance evaluations annually for management staff as required by WAC.
- Conducts regular staff meetings for all clinical and administrative personnel to discuss matters pertaining to treatment issues, policies and procedures, case management, and staff relations.
- Organizes curriculum program and content, and monitors all treatment activities.
- Develop, manage, and authorize expenditures from assigned budgets.
- Regular and satisfactory attendance and punctuality.

- Other related job duties as assigned.

TERMS OF EMPLOYMENT:

This is a Contracted Position. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.