

OBENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION		BAND	GRADE	SUBGRADE	FLSA STATUS
Program Specialist		B	2	3	Non-Exempt
POSITION TITLE: Program Specialist			POSITION#:		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised		Date:	3/3/2014		
SERVICE TYPE:		AFSCME			
Employee Name:		Department:	Health Center/ Department	Supervisor:	Deputy Director
FTE:	1.0	Employment Status:		Regular Full Time	

Position Summary:

This position supports the Behavioral Health Division staff in their use of clinical information systems and other technologies, acts as liaison for Oregon Health Authority reporting and data management, and serves as primary adult abuse investigator for the BH Division.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	<p>MFA: Reporting</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Create, modify, and maintain financial, operational, and clinical reports and reporting tools for internal and external use, including compliance and granting agencies. • Maintain and be knowledgeable of a comprehensive list of mandates from contractors. • Responsible for primary reporting requirements from contractors, both internal and external. • Act as BH liaison in community meetings regarding IT and OCHIN systems to ensure reporting requirements are addressed and met. • Maintain documentation regarding budget codes and OCHIN department/program codes. • Complete screenings for adult abuse reporting investigations per Oregon Administrative rules, analyzing when these reports constitute the need for full investigation • Complete, as indicated, adult abuse investigations, to include filing final report with Oregon Department of Human Services appropriate agency 	60%
2	<p>MFA: Technical Support and Training</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Act as OCHIN Super-User for all BH program implementation • Coordinate and provide new employee, refresher, and new program implementation trainings in both individual and group settings • Analyze BH workflows to find efficiencies in clinical work and reporting requirements • Train BH staff regarding mandatory reporting requirements specific to BH service • Provide support to BH users regarding practice management and clinical information systems, including other technologies, as assigned. • Provide support to BH care teams in clinical work setting to optimal use of OCHIN applications • Develop and support chart, tools and workflows for clinical teams, to include program specific dot phrases • Coordinate with SOS and OCHIN supports to build and maintain BH specific OCHIN programming • Assist managers and staff in workflow design, to include documentation, program development and implementation, and training of enhancements to larger BH team 	20%

	<ul style="list-style-type: none"> • Participate in state level trainings regarding adult abuse investigations, providing this training to all BH staff for program specific mandatory reporting guidelines • Develop program specific, high needs, training sessions. Provide expertise regarding OCHIN use, and develop and provide training materials for participants. • Develop tracking systems for reporting and monitoring of data for reporting purposes, training staff to use these in order to facilitate accurate data collection and reporting • Use specific training to provide documentation, training aides, newsletters, and other materials to BH system users 	
3	<p>MFA: Administrative Support Processes</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Support and assist Department Administrative Assistants to coordinate department wide trainings, quarterly staff meetings, and web page maintenance, including preparing and distribution of materials, and taking meeting minutes, as needed. • Provide guidance to program personnel on Policy and Procedure processes. • Support and assure compliance on form development and maintenance. • Coordinate and prepare travel arrangements including registration, hotel, airline reservations, etc. as assigned. • Assist in preparing, submitting, monitoring, tracking, and reporting of program specific funding and data. • Serve as a point of contact for the public, telephone calls, social media sites, web site, and other inquiries regarding assigned program area. • Plan, schedule and coordinate orientation for new staff, promoted staff, and interns in coordination with program managers. • Participate in developing journal articles, media releases, attends professional conferences as a presenter and/or facilitator, and provides training and technical assistance to other groups and organizations. • Participate as an active member of inter-disciplinary teams, and other health services & county initiatives to improve and integrate services. 	15%

4	MFA: Special Projects Essential Duties: <ul style="list-style-type: none"> • Serve as a lead on special projects which may require interaction and coordination of several programs, county departments, and/or community agencies. • Coordinate quality improvement and compliance documentation including, but not limited to accreditation, site reviews, and similar compliance/performance review activities. • Support and manage documentation for health systems improvement processes. • Support and coordinate community partner contact lists. 	5%
Other Duties as assigned		
Percentages should total 100%		100%

Special Requirements:

Knowledgeable of reporting requirements from various contractors.

Physical Requirements:

Physical Demands:
 While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:
 The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate. **Check the following that applies to this position:** The employee may occasionally: work with angry or hostile clients or members of the public, work with toxic substances and biohazards, and exposure to infectious illnesses.

Emergency Preparedness:

Benton County is committed to emergency preparedness planning and implementation, and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances. These responsibilities could include unscheduled temporary changes in work schedule and/or work duties, including evenings and weekends, work relocation, overtime, working with other community agencies such as the local Fire Department, hospitals, the Red Cross and other emergency responders. The ability to be flexible is critical in our overall response to the emergency or disaster. Under Emergency situations this position may be called in to work, supporting Administration in regular duties or other work as assigned. Per County personnel policy, this position may be included in the agency's essential personnel for emergency/disaster response.

Quality Improvement Participation:

Employees are expected to participate in improving BHS' performance, processes, and programs through quality improvement activities, use of the PDSA model and participating on QI teams as assigned.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____