



## POSITION DESCRIPTION

(01-23)

**Position Title:** Regional Behavioral Health Coordinator (RBHC) for the Southern Region  
**Status:** Exempt  
**Position Type:** Full-time, Benefited, 100% Grant Funded Position; Possibility to Work Remotely  
**Reports to:** Nevada Rural Hospital Partners (NRHP) President

**Position Summary:** This position supports the education and assistance of various initiatives, programs and activities related to behavioral health (including opioids, substance use and mental illness) in the Southern Behavioral Health Region (Mineral, Esmerelda, Lincoln Counties and Tonopah): Acting as a liaison between state, county and community organizations; providing leadership and guidance on behavioral health concerns; assisting with implementing and developing related policies and programs; planning, coordinating, and/or supporting the coordination of behavioral health programs across the continuum to include children's, adult and senior services; and coordinating with state and regional agencies in the behavioral response to disasters/emergencies.

The position also provides technical assistance to the Southern Regional Behavioral Health Policy Board through coordination and support of Board meetings and initiatives including strategic planning, assistance with the development of the Board's legislative bill draft, informing the Board on needs in the region and other Board duties as outlined in NRS 433.4295.

Candidates residing in Mineral, Esmerelda or Lincoln Counties or Tonopah preferred.

**To Qualify: Must meet one of the following combinations of experience/education to meet the qualifications.**

**Option 1:** Six (6) years of professional experience in public health, education, the non-profit community, or community-based organization providing program coordination/support. Program coordination/support includes providing training, consultation, resource development and technical assistance to partners.

**-OR-**

**Option 2:** Graduation from an accredited college or university with a bachelor's degree in public health, psychology, nursing, sociology, social work, education, public policy, public administration, or closely related field; AND two (2) years of professional experience in public health, education, the non-profit community, or a community-based organization. Program coordination/support includes providing training, consultation, resource development and technical assistance to partners.

## **Skills:**

- Strong verbal and written communication skills
- Consensus building
- Community-focused
- Comfortable multi-tasking
- Technologically savvy
- Detail oriented
- Self-motivated and takes initiative
- Thorough and accurate
- Excellent follow through
- Active listener
- Professional and cheerful demeanor
- Quick Learner
- Energetic
- Team player that works well with others
- Flexible

## **Special Requirements:**

- This position requires a valid driver's license at the time of employment and as a condition of continuing employment.
- Travel is required both in the region and out of state.

## **Full Performance:** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

- Federal, state and county program and fiscal policies and procedures
- Federal and state grant funding and reporting
- Community behavioral health resources
- Federal, state and county budgeting and expenditure policies and procedures, and state legislative processes

### **Ability to:**

- Plan, coordinate and direct the daily operations of assigned programs and services to accomplish established goals and objectives and optimize efficiency

## **Entry Level:** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

### **Knowledge of:**

- Behavioral health and substance abuse treatment program best practices and standards, programmatic operating principles
- Principles and techniques of effective management; budgeting and financial management; principles and practices of program management; legal procedures, practices and requirements impacting behavioral health programs
- Federal, state and local laws and regulations that apply to behavioral health and human services

- Roles and services of public and private human services agencies related to assigned program area
- Accepted diagnostic classification systems

**Ability to:**

- Identify problems, develop solutions and make recommendations and decisions
- Build consensus around program goals
- Interpret and apply regulations, policies and procedures
- Write administrative summaries, narrative reports and other documents
- Maintain confidential client case information
- Deal effectively with a diverse group of individuals from different socioeconomic backgrounds under stressful situations
- Provide clear explanations and information; answer questions and make recommendations for action in a manner that does not intimidate or provoke members of the public
- Understand and manage the public relations issues associated with assigned programs
- Translate desired service delivery results into measurable program evaluation indicators
- Direct peer quality control review systems
- Coordinate the implementation of effective individual, family and/or group clinical interventions
- Coordinate assigned services and activities with other divisions, outside agencies and organizations
- Work independently with minimal supervision
- Inspect clinical records to evaluate appropriateness of services provided and compliance with policies and procedures
- Compile data and prepare a variety of reports; analyze data, identify trends and make recommendations
- Communicate effectively both orally and in writing with all those contacted in the course of work
- Maintain effective working relationships with a diverse group of agency personnel, public officials, other agencies, community representatives, vendors, clients, the consumer, community, media, division staff and representatives of other departments

**Examples of Duties:** *(The following is used as a partial description and is not restrictive as to duties required.)*

- Provide leadership on mental health issues at the local, county, state and legislative levels to develop cohesion and effectiveness
- Identify the needs of the community, evaluate the quality of behavioral health services in accordance with the principles and best practices of the industry, address issues and concerns, resolve problems and develop plans and objectives
- Maximize the integration and cooperation of mental health and substance abuse programs and initiatives with the state, county and local organizations by developing collaborative working relationships with behavioral health service providers, community partners and other stakeholders, ensuring high levels of service delivery are maintained, sharing information and resources, and coordinating activities in order to ensure service deliveries meet goals, standards and expectations
- Support Regional Behavioral Health Policy Board in fulfilling its mandated duties through administrative support, research, coordination and other activities as appropriate. The RBHC's duties include assisting the Board with the development of a legislatively mandated annual report.
- Collaborate with state and federal agencies to secure funding for behavioral health and drug abuse programs

- Implement grant activities and deliverables of the RBHC position, including preparing programmatic reports

**Compensation and Benefits:**

- \$75,000 to \$85,000 (max) annual salary based on prior experience and expertise
- Health, dental, vision and life insurance 100% paid for the employee
- 403(b) with 4% company match and immediate full vesting
- Paid time off (10 days of vacation, 12 days sick and 9 holidays provided annually)
- Monthly cellphone reimbursement

**Work Environment:**

- Works in a professional office environment with the possibility to work remotely if residing in Mineral, Esmerelda or Lincoln Counties or Tonopah