

<b>JOB DESCRIPTION:</b> Lead - Regional Prevention Specialist		<b>EMPLOYMENT CATEGORY:</b> At-will, Administration
<b>POSITION HIRED BY:</b> Mid-State Health Network (MSHN)		<b>FULL-TIME/PART-TIME:</b> Full-time
<b>SUPERVISOR:</b> Chief Clinical Officer		<b>EXEMPT/NON-EXEMPT:</b> Exempt
<b>MANAGEMENT RESPONSIBILITIES:</b>	Personnel - Yes	<b>CREDENTIALING REQUIRED:</b> No
	Resources - Yes	

### Position Overview:

The Prevention Specialist Lead is part of MSHN's Clinical Leadership Team that is responsible for the development, planning, implementation, evaluation, analysis, problem-solving, process improvement, and reporting of MSHN's substance use disorder prevention provider network, projects, initiatives, and mandates). All regional prevention efforts shall be developed under the direction of MSHN's Chief Clinical Officer (CCO) and shall be consistent with best-practice guidelines and the philosophy and principles of Recovery Oriented System of Care.

As Lead Prevention Specialist, this position also involves a coordinative role with the Prevention Team as the person responsible for prioritization, delegation and coaching of Prevention team members. The Prevention Lead is a key part of the Clinical Leadership Team along with the Treatment Lead and the Chief Clinical Officer who are responsible for shaping regional best practice approaches to MSHN's clinical strategic plan goals and objectives.

This position requires effective project management, organizational and team-building skills, an analytical and pro-active approach to problem-solving, strong listening skills, attention to detail, a sense of independence and initiative, as well as the ability to be flexible, efficient, and effective as part of a team. This position calls for excellent written and oral communication skills and a clear understanding of confidentiality issues.

### Qualifications

#### Minimum Qualifications

- Bachelor's degree in community planning, social work, psychology, public administration, or related field;
- Certified through the Michigan Board of Addiction Professions – CPC, CPS or equivalent.
- 3 years experience in community building public administration, or a related field;
- 4 years working experience in healthcare service delivery or prevention coordination;
- Thorough working knowledge of regulatory and compliance requirements for public system prevention planning and deployment;
- Knowledge of the principles and practices of continuous quality improvement;
- Working knowledge of administrative principles and practices including goal-setting and program budget development and implementation;
- Knowledge of methods and techniques of research, statistical analysis and report presentation; and
- Flexibility to meet obligations outside of normal business hours.

#### Preferred Qualifications

- Master's degree in community planning/organizing, social work, psychology, public health, or related field;
- Experience in contract management (procurement, negotiation, monitoring) in the health sector;
- Experience in a public SUD Service Programs;

- Knowledge of all federal statutes surrounding participation in Federal Block Grant, Public Act 2, Medicare and Medicaid programs; and
- Knowledge of Michigan’s Mental Health Code and Public Health Code governing mental health and substance abuse services.

#### Required Skills

- Strong leadership skills and abilities;
- Excellent organizational skills and ability to prioritize and delegate a workload;
- Excellent interpersonal and human relations skills;
- Excellent verbal and written communication skills;
- The ability to publicly present complex information in a concise, understandable format;
- Ability to interact positively and collaboratively with Board members, executives, to include Community Mental Health Service Programs (CMHSP) and Substance Use Network Provider executives, co-workers, clients, and community representatives from diverse cultural and socio-economic backgrounds;
- Use of a personal computer (PC) for administration and communication;
- Use of Microsoft Office;
- The ability to legally drive within the State of Michigan.

<u>Responsibilities</u>
1. Coordinates and prioritizes Prevention team efforts delegating responsibilities based on regional priorities.
2. Cohesive teambuilding of the Prevention Team and mentoring Prevention Specialists in areas where there are deficits in content/knowledge areas and/or organizational domains.
3. Provide leadership, oversight and direction for Prevention Team on all aspects of MSHN’s Prevention site reviews through electronic/desk reviews, and program observation reviews. Includes oversight of site review scheduling, completion of site review reports, and review/approval/follow-up to corrective action plans.
4. Makes recommendations for process improvement, prevention policies and protocol to the CCO & coordinates the implementation of new regional policy requirements.
5. Responsible for the assignment, oversight, preparation, submission, and/or review of Annual Action Plans, required monthly, quarterly, and State and Regional reports, and other required reports. Also responsible for any other special project reporting as required.
6. Makes consultation, leadership and technical assistance to prevention providers, local Substance Abuse Coalitions, community collaboratives, networks and contractors regarding planning, promotion, development, implementation, and evaluation of prevention projects/initiatives as well as county/regional capacity-building to achieve identified strategic plan outcomes
7. Makes recommendations for prevention policies and protocol to the CCO and coordinates the implementation of new regional policy requirements
8. Serve as point of contact along with Treatment Team Lead for Chief Clinical Officer on issues and challenges facing the Clinical Team’s scope of work.
9. Establish criteria, coordinate and inform submission, management and oversight of grants as determined to be appropriate for the prevention priorities of the region.
10. Coordinate with MSHN’s Leadership team and other teams – finance, IT, provider network management – as needed for budget oversight and monitoring, to facilitate new project or program development; and to build capacity as dictated by service gap analyses including the Network Adequacy Assessment.

11. Work with Contract Manager to provide reports on provider network compliance and any required contractual follow up actions. Responsible for initiating monthly monitoring, and the evaluation of service contracts with prevention providers as needed.
12. Lead in strategic plan development of data-informed and evidence-based regional prevention priorities and programs with guidance from the CCO and regional partners and stakeholders.
13. Ability to take the lead role in initiating projects per the direction of the CCO and MSHN strategic goals, organizing necessary team members, developing a project plan and timeline, and overseeing project management to completion.
14. Makes recommendations for investment of Community Grant and Public Act 2 funds to achieve the outcomes of the Regional Strategic Prevention Plan.
15. Be knowledgeable about and actively support: <ul style="list-style-type: none"> <li>▪ Culturally competent prevention and recovery-based practices,</li> <li>▪ A trauma-informed culture of safety.</li> </ul>
16. Perform other duties as defined.

### Compensation

This is a full-time, salaried position with additional benefits. Minimum hours will be 40 per week. The schedule will be set in conjunction with the needs of the organization as approved by the MSHN Chief Clinical Officer.

### Environment & Safety

#### Minimum Physical Requirements

- Ability to exert/lift up to 25 pounds of force occasionally and/or up to 15 pounds frequently and/or up to 10 pounds constantly to move objects;
- Ability to sit for extended periods of time;
- Ability to travel offsite for various meetings, activities, and events; and
- Ability to use computer, telephone, copy machine and various office equipment.

#### Work Environment

- Normal office environment; and
- Frequent travel by automobile.

To carry out this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature below affirms that I have reviewed the job description and agree that it accurately reflects the scope of the position for which I am responsible.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date