**Regional Behavioral Health Coordinator (RBHC) for the Northern Region**

**Brief Description of Program:**

This full-time position is funded through a grant from the Nevada Division of Public and Behavioral Health with a competitive salary and benefits. The RBHC position supports the development and implementation of initiatives, programs, and activities related to behavioral health (including opioids, substance use, and mental illness) in the Northern Behavioral Health Region (Carson, Churchill, Douglas, Lyon, and Storey Counties). The position also provides technical assistance to the Northern Regional Behavioral Health Policy Board through coordination and support of Board meetings and initiatives including strategic planning, development of the Board’s legislative bill draft, and other Board duties as outlined in NRS 433.4295. Other duties include but are not limited to: Acting as a liaison between state, county and community organizations; providing leadership and guidance on behavioral health concerns; 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; coordinating with State and Regional agencies in the behavioral response to disasters/emergencies. Travel within the Northern Region as well as Statewide is required.

**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 or master’s degree in public health, psychology, sociology, social work, education, public policy, public administration, or closely related field; ANDTwo (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.

**Special Requirements:**

* This position requires a pre-employment criminal history check
* This position requires a valid driver’s license at the time of appointment and as a condition of continuing employment.

**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.
* Community behavioral health resources.
* Federal, state and county budgeting and expenditure policies and procedures, and state legislative processes.
* Computer software specific to the department/division.
* Terms and acronyms commonly used in the assigned function.

**Ability to:**

* Plan, coordinate and direct the daily operations of assigned programs and services to accomplish established goals and objectives and optimize efficiency.
* Negotiate contracts with vendors and make recommendations to the department director and governing boards.
* Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

**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:**

* Effectively supervise personnel.
* 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.)*

* Implement grant activities and deliverables of the RBHC position, including preparing required written reports, following grant financial obligations, and requirements of Nevada Open Meeting Law.
* Provide leadership on mental health issues at the local, county, state, and legislative levels to develop collaboration 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 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.
* Supervise the activities and performance of assigned staff including training, work assignment and review, the establishment of performance standards, performance evaluations, professional development, coaching and mentoring, and when necessary, employee discipline as appropriate.

Interested applicants send resumes to Joan Hall at [joan@nrhp.org](mailto:joan@nrhp.org) by May 17th, 2022.