



## King County

Invites Applications for the Position of:

### Contract Monitor PPM II

Apply online at <http://www.kingcounty.gov/jobs>

*King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.*

**OPENING DATE/TIME:** 12/13/18 12:00 AM (GMT -8:00)

**CLOSING DATE/TIME:** 12/27/18 11:59 PM (GMT -8:00)

**SALARY:** \$34.33 - \$43.52 Hourly

**LOCATION:** Chinook Building - 401 5th Ave, Seattle

**JOB TYPE:** Career Service, Full Time, 40 hrs/week

**DIVISION:** Department of Community & Human Services

**JOB NUMBER:** 2018AM9081

**SUMMARY:**

**The Department of Community and Human Services (DCHS) values diverse perspectives and life experiences. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans and those with lived experience.**

The Department of Community and Human Services (DCHS) provides equitable opportunities for people to be healthy, happy, self-reliant, and connected to community. This position is a member of the team responsible for participating in the development, negotiation and monitoring of contracts with public-funded substance use disorder and mental health treatment provider agencies. This position evaluates contractors' performance related to treatment process and outcomes and monitors for compliance with the Behavioral Health and Recovery Division (BHRD) contracts, and adherence/compliance to associated RCWs, WACs and other State and Federal laws, rules, and regulations. The position also supports the development of formal cross system relationships to coordinate care for individuals who are in service in more than one service system.

**Who May Apply:** This position is open to all qualified applicants who meet the minimum requirements. DCHS values diverse perspectives and life experiences. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees,

women, LGBTQ, people with disabilities, veterans and those with lived experience.

**Work Schedule:** This position is scheduled to work 40 hours per week, typically 8:00 a.m. – 5:00 p.m., Monday through Friday, and is overtime eligible with pre-approval from the supervisor. This position is represented by OPEIU, Local 8.

**Required Materials:** Candidates who wish to be considered for this position must submit an online King County application and respond to the supplemental questions.

**Recruiter:** Anne Masters: [anne.masters@kingcounty.gov](mailto:anne.masters@kingcounty.gov)

**JOB DUTIES:**

- Participate in contract development and negotiation for outpatient, residential or specialized substance use disorder services and programs such as ER services, Detox services, Co-Occurring Disorder Treatment services and/or publicly funded Mental Health Treatment Services
- Participate in planning, policy analysis and development
- Monitor clinical, fiscal, and administrative compliance of provider agencies with BHRD contracts
- Participate in provider selection through the competitive bid processes
- Develop Contracts, Amendments, Exhibits, and reports
- Lead or participate in compliance review teams conducting compliance and credential review processes of BHRD contractors
- Provide ongoing technical assistance and/or training to contractors
- Perform needs assessments, utilization and outcome data analysis and quality improvement activities for community-based mental health programs/services and chemical dependency treatment providers
- Participate in cross system coordination processes and the development and ongoing evaluation of formal working agreements with allied systems
- Perform other related duties as assigned

**EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

1. The candidate should have highly developed organizational skills, and an understanding of federal, state and local government mandates related to substance use disorder and/or mental health treatment. The applicant should have a minimum of three years of experience in the areas listed below OR equivalent education and/or experience that provides the knowledge to meet the job requirements.
2. Bachelor's degree and/or an equivalent combination of education and relevant job experience.
3. Experience with and knowledge of the publicly funded substance use disorder and/or mental health treatment system of King County and the state of Washington.
4. Experience with, and an understanding of federal, state, and local government funding, as well as program mandates related to substance use disorder and/or mental health treatment.
5. Demonstrated recent experience providing treatment services to the diverse populations served by the publicly funded treatment systems in the state of Washington.
6. Demonstrated knowledge and recent experience in contract development, negotiation, budget development and management, and policy and/or program development.
7. Demonstrated ability to negotiate terms of contracts or similar formal agreements.

8. Demonstrated experience in gathering and analyzing data for needs assessments, outcomes reports, and quality improvement recommendations and the ability to develop formal reports for professional and community audiences.
9. Demonstrated knowledge of contractor compliance monitoring methods, and quality assurance strategies.
10. Demonstrated knowledge and experience with best treatment practices utilized in the current substance use disorder, mental health or co-occurring disorder services to youth or adults.
11. Demonstrated knowledge of service delivery system payment structures, utilization management strategies and quality management practices including those associated with behavioral health managed care.
12. Ability to coordinate and collaborate with both the youth provider and the adult provider system, as well as a variety of persons from the community and professional agencies, such as medical, ethnic and sexual minority groups, mental health, substance use disorder, and correction or judicial agencies.
13. Demonstrated experience with provider selection processes including development and evaluation of Requests for Proposals, and evaluation of responses.
14. Demonstrated ability to work independently and as a member of a team.
15. Demonstrated verbal communication skills and professional level writing skills.
16. Proficiency in Word, Excel, and Outlook.

**NECESSARY SPECIAL REQUIREMENTS:**

Valid Washington State Driver's License, or the ability to travel around the county and state in a timely manner. Occasional lifting of files and supplies up to 10 lbs.

**Desired Qualifications:**

Licensure/certification as a MHP and/or CDP. Experience working in either the Substance Use Disorder or Mental Health service delivery system within the State of Washington.