



OTTAWA COUNTY
invites applications for the position of:

Contract Manager

SALARY: \$24.70 - \$31.30 Hourly
DEPARTMENT: Community Mental Health
OPENING DATE: 09/27/19
CLOSING DATE: 10/25/19 05:00 PM
PAYGRADE: CMH T-15

JOB DESCRIPTION:

Under the supervision of the Program Coordinator (Residential Compliance and Development), responsible for contract management including procurement, contract development, negotiations, implementation of services, and monitoring of each contractual provider for compliance and outcomes. Provides reports to leadership and board committees.

This is a full-time, benefited position working at the James Street Campus in Holland, MI.

ESSENTIAL JOB FUNCTIONS:

The essential functions of this position include, but are not limited to, the following:

- Manages CMH's network of external contract providers, assuring that all aspects of the external network are functioning. Assures that a regular and ongoing method of communication is maintained, such as network provider meetings. Assures that contracts meet all program and fiscal requirements.
- Negotiates contract rates with providers, with the participation of program and finance leadership. Serves as the primary contact and liaison for contract providers, assuring any contract issues are resolved in a timely fashion and reported. Creates and maintains provider manuals specifying expectations of contractual providers. Maintains and serves as the point person for the contract routing process and assure that contracts are up to date as possible.
- Collaborates with CMH service providers to develop, implement, and maintain standard contracting policies, procedures, and compliance standards.
- Assures contracts are developed and written, inclusive of the contract boilerplate, with all required attachments. Ensures the boilerplate contract and attachments are compliant with federal, state, and local policies.
- Leads the implementation and use of contract management software. Utilize software to develop contract documents and produce a variety of reports on the status of contract documents and processes.
- Leads procurement requests for proposals for new or existing services.
- Presents terms, conditions, and performance of contractual providers to the CMH Board, the Program Planning Committee, and the CMH Board Finance Committee.
- Ensures that providers are aware of the training and credentialing requirements for the services they are providing and works with QI staff to collect all required training and credentialing documentation.
- Collaborates with staff from the Lakeshore Regional Entity on matters related to site reviews and various audits of providers. Assists in ensuring corrective action plans have been completed and outstanding issues have been resolved. Assists in the implementation of corrective action including recommended paybacks, process changes, sanctions and additional oversight.
- Chairs and coordinates meetings with providers to address and communicate compliance issues, concerns and gather feedback from providers on a regular basis.
- Participates in various meetings and committees on quality and compliance standards as assigned.

- Reviews, processes, and authorizes payment for certain contractual services, leases, and utilities.
- Coordinates and authorizes repair and/or replacement of damaged, deteriorated, or obsolete facility features, fixtures, furnishings and operating systems with landlords of leased sites.
- Prepares reports, which include narrative and data, for use in informed decision making with respect to the continuation, modification, termination and replacement of specific programs.
- Performs other functions as assigned.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Master's degree in a human services or business related discipline with two years full time post degree experience preferred or a bachelor's degree in a human services or business related discipline and three years of full-time post degree experience in a related human services field is required.

Possession of a valid Michigan driver's license is required. Lived experiences with mental illness, developmental disabilities, or substance use disorders are valued.

ADDITIONAL REQUIREMENTS AND INFORMATION:**The qualified candidate will have the following knowledge and skills:**

- Thorough working knowledge of the principles and practices of contract administration with strong negotiation skills.
- Ability to work independently with both internal and external providers. Demonstrated experience with compliance issues.
- Thorough working knowledge of the agency's service delivery system. Thorough working knowledge of State Office of Adult and Child licensure requirements.
- Thorough working knowledge of Medicare and Medicaid billing rules and regulations as contained in the Medicare and Medicaid Manuals.
- Thorough working knowledge of insurance billing practices and medical terminology. Thorough working knowledge of local, state, and federal health codes, Michigan Mental Health Code, HIPAA, MDHHS Rules, and CARF accreditation rules, regulations, and standards.
- Computer literacy, including working knowledge of spreadsheet, database, and word processing software.
- Strong verbal and written communication skills. Excellent interpersonal communication skills. Strong organizational and time management skills.
- Strong knowledge of medical records.

Physical Requirements and Working Conditions:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances, and devices to increase mobility. Work is generally performed in a normal office environment.

Ottawa County is an Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.miottawa.org>

12220 Fillmore Street
West Olive, MI 49460
616-738-4804

employment@miottawa.org

Position #2383-01
CONTRACT MANAGER
JG