

Job Title: CCBHC Project Director

Reports to: Eileen Williams

Location: Ottawa

Schedule: Monday-Friday

Job Summary

The CCBHC Project Director provides administrative oversight of organizational transformation and certification as a CCBHC. Primary duties include assessment, development, implementation, coordination, and evaluation of state and Federal CCBHC requirements, including successful administration of relevant CCBHC grant awards.

- Ensure success in meeting requirements of CCBHC expansion grant
- Participate in quality assurance efforts aimed at meeting required outcomes and continuously enhancing care
- Oversee all evaluation activities, including the development of effective data collection, monitoring, analysis, and reporting systems in compliance with the CBHC grant
- Analyze and evaluate project outcomes
- Prepare and present reports to councils, boards, and stakeholders, as needed
- Collaborate with the internal and external participants to develop and publish reports
- Participate in Quality Management Team activities and projects to provide data and continuous quality improvement of systems and processes
- Develop, implement, and monitor an evaluation plan addressing program goals and objectives: performance measures: program evaluation questions; and data collection, analysis, and reporting methods
- Collect SAMHSA NOMs and other data through electronic means, via providers, and through direct meetings with patients by phone, in-person, and via telehealth platforms
- Develop policies, protocols, and procedures related to data collection and data management to ensure program data are gathered efficiently and accurately, and implement trainings to ensure program staff are adhering to procedures

Skills/Abilities:

- Excellent verbal and written communication skills, interpersonal and customer service skills, organizational skills, and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills and ability to multitask
- Strong supervisory and leadership skills, including ability to prioritize tasks and to delegate when appropriate

- Ability to function well in a high-paced and at times stressful environment
- Proficient with data analytics, Excel, and data reporting programs

Requirements

- Master's degree in human services field (public health, health administration, social work, psychology, etc.) or bachelor's degree in human services (public health, health administration, social work, psychology, etc.) with any combination of skills and minimum 3 years of experience equal to a master's degree in a healthcare services field
- At least 2 years professional experience managing and/or writing grant projects
- Preferred 2 years professional experience conducting quantitative and qualitative analysis
- Prolonged periods of sitting at a desk and working on a computer
- 25% of time spent walking or standing, travel 10-15%

Submit Resume to HR@ncbhs.org