

JOB DESCRIPTION

Position Title:	Behavioral Health Member Specialist
Reports To:	President & Chief Executive Officer
Exempt Status:	Non-Exempt
Full Time/Part Time?:	Negotiable
Position Location:	Position will be a hybrid of mobile operations with the expectation of frequent in-person activities in the Camp Hill, PA office.

Position Summary:

The Pennsylvania Council of Children Youth & Family Services (PCCYFS) is a statewide membership association representing providers of child welfare, juvenile probation, mental health, and educational services. This position is the mental health services lead for the PCCYFS. Primary responsibilities include providing members with current, relevant information on children's behavioral health; providing consultation to provider members in the area of behavioral health/managed care/medical assistance/mental health related issues in general; assisting in problem resolution and service delivery discussions with Behavioral Health Managed Care Organizations (BH-MCO's) and related state and local offices; coordinating/facilitating workgroup and committee meetings; developing and initiating communications, and plan activities to carry out the mission of PCCYFS in conjunction with the President/CEO.

Qualifications:

- Master's Degree in social work or related human services or other advance degree, with substantial experience (5 years) in Pennsylvania behavioral health service delivery/administration.
- Experience in Pennsylvania's behavioral health service delivery system, strategic plan implementation, administration, management, or advocacy.

Primary Functions & Specific Responsibilities:

- Maintain a high level of awareness of behavioral health and related legislative and regulatory requirements for private providers working with children, youth, and families. Includes participation, as requested, in statewide workgroups working to rewrite current behavioral health regulations and bulletins.
- Establish and maintain communications with executive leadership of BH-MCO's, state offices, and other entities contracting with or regulating member agencies for behavioral health services.

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- Research and prepare written analyses of issues of interest to member agencies providing behavioral health services.
- Support provider members agencies through regular contact and outreach efforts.
- Take a leadership role in the planning, goal setting, and facilitation of assigned workgroups (Residential Treatment Facilities, Behavioral Health, Conference Planning, etc...).
- Prepare written summaries of behavioral health meetings.
- Actively participate in other workgroups or committees, including public policy, regional meetings, and external stakeholder meetings.
- Regularly contribute articles and information to PCCYFS publications.
- Represent PCCYFS at meetings with other collateral alliances, networks, stakeholders, and coalitions.
- Keeps executive leadership informed of activities, issues, and concerns raised by members or external stakeholders.
- Ability to analyze proposed and approved mental health system legislation and policies and provide written analysis and talking/summary points.
- Ability to identify and advise the PCCYFS Training staff on relevant mental health training opportunities for provider members.

Required Knowledge, Skills and Abilities:

- Detail-oriented, organized, takes initiative, efficient, and timely completion of tasks.
- Effective in listening to others and expressing ideas.
- Strong written and oral communication skills.
- Ability to work independently, as well as be a part of a statewide team.
- Proficient in Microsoft Office products, as well as using various online survey platforms and tools.

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PCCYFS is a leading membership organization of providers that work to improve the quality of life for Pennsylvania's children, youth and families who are at risk by supporting and promoting an accessible services delivery system within our communities