

# Community Mental Health Board Of Oak Park Township

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## POSITION DESCRIPTION

**POSITION TITLE:** Contract Manager

**FLSA:** Exempt

**DEPARTMENT:** Administration

**APPROVED BY:** CMHB ED

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Executive Director

**POSITIONS SUPERVISED:** none

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## POSITION PURPOSE

Under the supervision of the Executive Director, responsible for all aspects of funding applications and compliance with contract requirements, including reviewing and analyzing applications for funding, developing contracts and funding parameters, as well as monitoring of service delivery, billing, and outcome of services, as related to the utilization of local government funds for the purchase and coordination of community mental health, developmental disability and substance use disorder services for residents of Oak Park Township. Position is full-time with an excellent benefit package.

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## ESSENTIAL FUNCTIONS AND BASIC DUTIES

### **A. Assumes Responsibility for the Oversight of the Application and Contract Development Process.**

1. *For funded applicants:* Reviews six month and twelve month reports on current program(s) activity and compliance, including service statistics, outcomes, and audit results, and provides an analysis for the Executive Director and Board prior to funding hearings.
2. *For new applicants:* Responsible for all aspects of the new application process, including securing all required organizational information prior to a new application review.  
*For all applicants:*
3. Provides a synopsis of how the funding request addresses the needs identified in the Needs Assessment and Strategic Plan of the CMHB.  
*Once an application is approved:*
4. Responsible for contract and contract appendices (funding parameters) development detailing the eligibility, types of services, rates and rate methodology, goals and objectives, clinical record keeping requirements, and post payment review procedures.
5. Provides ongoing training and assistance with funding applications and quarterly reporting of data through the CMHB inter net database.

## **B. Assumes Responsibility for Contract Compliance.**

1. Completes a quarterly desk-top review of agency billing, service statistical reporting, and performance data. Primary liaison to all agencies regarding missing or incomplete data and contract compliance.
2. In collaboration with the Finance Director, determines the quarterly agency payment and fiscal reconciliation.
3. Conducts quarterly clinical and post payment reviews of client files, determining their compliance with the terms of the contract and funding parameters.
4. Prepares a six and twelve month report for the Executive Director and Board.

## **C. Ongoing Contract Management**

1. Primary liaison to agencies regarding contract performance and conflict resolution. Evaluates ongoing service delivery, current levels of funding, billings, and program outcomes.
2. Identifies service gaps and trends; researches resources, including current DHS-DMH, DASA, and DD rates and rules, and examines feasibility and funding options for desired services.
3. Understands budget and rate methodology, such as direct costs, indirect costs, management allocations and related fiscal terminology, and makes recommendations on budgets and rates as needed.
4. Makes recommendations for continued and new programming and funding.
5. Available for technical assistance on reporting via the CMHB inter net data site.
6. Understands goals and outcome objective development and evaluation, and monitors the outcome objective reports submitted for all programs throughout the funding cycle. Provides agencies with technical assistance on CMHB expectations regarding outcome evaluation and reporting of data.

## **QUALIFICATIONS**

**EDUCATION/BACKGROUND:** Master's Degree in a related field or an RN with relevant experience is preferred. A Bachelor's Degree will be considered with at least five years experience working as a Contract Manager, or in Compliance or Quality Assurance. A working knowledge of State of Illinois Administrative Rules for mental health, drug and alcohol, and developmental disability services is preferred. Expertise in at least one of the three human service areas is required. Five years of work experience in either healthcare, social services, or for another governmental or private funding entity is required. Clinical record review, compliance/auditing, and database management backgrounds will be weighted most heavily.

### **REQUIRED KNOWLEDGE AND SKILLS:**

Is required to articulate the mission of the Mental Health Board and communicate effectively both verbally and in writing. Numerical ability is required to prepare statistical reports and develop service rates. Must demonstrate proficiency in Microsoft Office Applications and Internet Explorer, and possess the ability to produce statistical reports in Excel or Access. Must have excellent communication and conflict resolution skills to establish and maintain effective working relationships with funded service providers.

## **PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION**

Physical demands require some travel, attendance at various meetings, and the possibility of extended work hours

## **WORKING CONDITIONS**

**NONE:** No hazardous or significantly unpleasant conditions.

## **INTENT AND FUNCTION OF JOB DESCRIPTIONS**

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. **Additional functions and requirements may be assigned by the CMHB as deemed appropriate.***

*In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization. Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*