

Community Coordination of Care Pilot Project Program Manager Announcement

Network of Behavioral Health Providers

Title: Program Manager

Reports to: Executive Director, Network of Behavioral Health Providers

Location: Office space provided by:
Harris Center for Mental Health & IDD
9401 Southwest Freeway
Houston, Texas 77074

Job Description

The Program Manager will work on a part-time basis and hold primary responsibility for overseeing the Network of Behavioral Health Providers' (NBHP's) Community Coordination of Care (C³) Pilot Project. The C³ pilot project will include a network of approximately 10 organizations connecting through a shared electronic platform to provide primary care, behavioral health (mental health & substance use disorder) and social services to about 150 program participants each year. The model will be loosely based upon the Pathways Community HUB model and include three community care coordinators who will assist clients in navigating and connecting to needed services. The project is being funded by the Episcopal Health Foundation, United Way of Greater Houston, and Houston Endowment.

NBHP is seeking a dynamic, highly qualified candidate who is able to engage diverse constituencies and foster collaboration among a network of committed service providers. Specific responsibilities include:

- Overseeing all implementation details of the C³ pilot project;
- Using the shared platform to assign program participants and track program outcomes;
- Directly supervising the community care coordinators and ensuring they are meeting program benchmarks;
- Routinely engaging with the ~10 participating pilot organizations to ensure smooth program operations;
- Leading weekly or biweekly team meetings with the community care coordinators and participating pilot organizations to review and discuss client cases, as appropriate;
- Troubleshooting and problem-solving any identified issues related to pilot project operations; and
- Meeting periodically with the C³ Initiative Steering Committee and workgroup to update them on the pilot project progress

Required Qualifications

- Bachelor's degree in social work or related field required, Master's degree preferred
- Minimum of three years of experience working in or with the nonprofit health care and social service community
- Minimum of two years of experience supervising direct care staff

- Ability to work collaboratively with persons from diverse disciplines and with different points of view
- Excellent oral and written communication skills
- Capacity to think strategically
- Strong work ethic, a positive attitude, a dedication to quality and accuracy
- Self-starter, with an ability to fulfill job requirements with minimal supervision
- Competency in Microsoft Office (Word, Excel, Powerpoint)
- Ability to learn and become proficient in use of new software

Compensation: Compensation commensurate with experience. Position offered as a part-time employee of NBHP (up to 30 hours per week).

Duration: Start date—as soon as available.

Application Process: Submit cover letter of interest, resume, recent salary history, and names and contact information of three references by email to ausanga@nbhp.org. **Incomplete application packets will not be considered.**

About NBHP: The Network of Behavioral Health Providers (NBHP) is a nonprofit organization comprised of the leadership of 40+ mental health and substance use disorder providers in the greater Houston area. Its members set the agenda for the work of the organization and staff execute those programs. NBHP provides continuing education for behavioral health professionals in a wide range of areas, works on large initiatives to improve the delivery of behavioral health services in the community and has an active public policy agenda. For more information, please visit www.nbhp.com.