



THE COUNTY OF STANISLAUS

BEHAVIORAL HEALTH AND RECOVERY SERVICES



Stanislaus County
now offers an employee
bonus worth up to
\$10,000 or 21
additional days of
leave time!*

**See inside for details*

**Substance Use Disorder System of Care Manager
(Manager III)**

\$87,131 - \$130,686 Annually

Apply by November 15, 2024

ABOUT THE DEPARTMENT

Behavioral Health and Recovery Services (BHRS) is committed to behavioral health principles that are responsive to both mental health services and substance use disorders. Our scope of services includes, but is not limited to, inpatient and outpatient psychiatric services, substance use disorder services, behavioral education and prevention, public guardian functions and advocacy. We offer these services throughout Stanislaus County at Behavioral Health & Recovery services managed sites and partner with community agencies, as well as other County departments.

The ideal candidate is a person who has experience working with individuals with substance use disorders, co-occurring disorders and knowing the system in which we provide services by understanding the population we serve, and how to interact with the clients. This person should have the level of expertise and professionalism that leads and focuses on improving the quality of services and eliminating inequities and barriers to care for marginalized cultural and ethnic communities.



Interested in learning more about the Behavioral Health? Scan the QR code or visit: <https://www.stancounty.com/bhrs/>

THE POSITION

The Substance Use Disorder System of Care (SUD SOC) is part of California's Drug Medical Organized Delivery System (DMC-ODS), a specialized part of the continuum of care in Stanislaus County Behavioral Health and Recovery Services. DMC—ODS Services include:

- Residential and ambulatory withdrawal management;
- ASAM Levels of Care 3.1, 3.3 and 3.5 residential treatment services;
- Recovery residences;
- Medications for addiction treatment;
- Opioid treatment services;
- Outpatient, intensive outpatient and recovery services; and
- Education and Prevention Services.

Under the direction of the Chief of Substance Use Disorders, this Manager III is responsible for supporting clinical leadership with administrative requirements and assisting with administration of the Drug Medi-Cal Organized Delivery System managed care plan.

TYPICAL TASKS

- Responsible for the clinical success of SUD programs;
- Process improvement projects (PIPs);
- Strategize with leadership to address specific program clinical performance issues, and collaborative projects with contract service providers and community partners;
- Improve staff productivity and efficient deployment of resources;
- Assess, monitor access and reduce barriers to care, with particular attention given to diverse ethnic, cultural, and un-served, and underserved populations;
- Manage compliance in electronic health record including assurance of documentation standards;
- Manage reporting functions of SUD SOC to include writing detailed annual reports, narratives, data graphs and charts;
- Respond and provide after-hours management support for staff of residential programs;
- Provide all necessary leadership skills related to the development and supervision of the programming's fiscal elements;
- Coordinate and integrate interdepartmental and intradepartmental services;
- Assure compliance with laws, regulations, policies and procedures;
- Continuously assess and improve the performance of services utilizing process improvement techniques;
- Maintain quality control programs as appropriate;
- Assure appropriate orientation, in-service training and continuing education is provided to staff;
- Assist with capital improvement plans as needed;
- Make annual budget recommendations including cost and revenue projections;
- Monitor programs expenditures and revenue collection to assure targets are met;
- Assure a system for implementing an effective, ongoing program to measure, assess and improve the quality of services delivered to clients based on their needs and the mission of BHRS;
- Confer and consult with other supervisory staff regarding personnel issues;
- Assure safety and risk management procedures are followed;
- Demonstrate good verbal and non-verbal communication skills;
- Demonstrate knowledge and skills in addressing cultural barriers of the population we serve;
- Directly supervise the SUD leadership staff as assigned;
- Monitor direct and support service contract providers;
- Facilitate site licensing and certification;
- Oversee program development;
- Assist with funding and expenditure plan;
- Assist with the interface for accessing health care for residents;
- Assure the development implementation of a staff training plan;
- Represent the Chief as needed at statewide meetings, various administrative and efforts to strengthen community partnerships and collaboration;
- Supervise program staff; and
- Facilitate the implementation of new programing as needed.



*Apply today to join
our team & make a
difference in
Stanislaus County!*

RELEVANT KNOWLEDGE

Candidates who are applying for the Substance Use Disorder System of Care Manager III position at the Behavioral Health and Recovery Services should have working knowledge and understanding of the following:

- Applicants/incumbents must be able to demonstrate competency in provision of SUD services, including knowledge of and ability to comply with SUD regulations.
- Ability to administer a substance use disorder treatment program per AOD Certification Standards Section 13005 and responsibilities defined by Health & Safety Code Chapter 7.1, Part 2, Division 10.5 commencing with Section 11832, including knowledge of substance use related problems, treatment and recovery processes and administrative skills sufficient to be responsible for personnel, budgetary and policy decisions; no less than two years' experience in the SUD treatment field.
- Meet California Code of Regulations, Title 9, Section 10105 standards for oversight of Narcotic Treatment Programs; Opioid Treatment Program (OTP) standards for Program Sponsor as defined by 42 Code of Federal Regulations Section 8.11(b); and have knowledge equivalent to maintain responsibility for effective oversight of Narcotic Treatment Programs per California Code of Regulations Titles 9 and 22, 21 Code of Federal Regulations (Drug Enforcement Agency), and OTP standards.
- Ability to administer a substance use disorder residential treatment program in accordance with California Code of Regulations, Title 9, Section 10564(a), Personnel Requirements for Facility administrators.

REGULATIONS & STANDARDS

- **California Code of Regulations, Title 9:** Narcotic Treatment, Residential SUD Programs, Counselor Conduct (Sec. 10105, 13060, 13065)
- **California Code of Regulations, Title 22:** DMC SUD Services (Sec. 51341.1, 51490.1, 51516.1)
- **DMC-ODS Billing Manual:** HCPC/CPT codes and provider types
- **Fraud, Waste, and Abuse Statutes:** CA Government Code 12650, 31 USC Sec. 3729, 18 USC Sec. 1347
- **Federal Regulations:** Title 21, Sec. 1300 (DEA), Title 42, Part 2 (SUD Confidentiality), Title 45 (HIPAA)
- **Certification Standards:** AOD Sec. 13005; Opioid Treatment Program Sponsor (42 CFR Sec. 8.11(b))
- **Guidelines:** Perinatal, Youth Treatment, Minimum Quality Drug Treatment Standards
- **CalAIM Initiatives:** Behavioral Health, Justice-Involved Re-Entry
- **DMC-ODS Standards:** Documentation (BHIN 23-068), Network Access (BHIN 24-020), MAT Policies (BHIN 23-054), other BHINs governing DMC-ODS
- **Clinical Knowledge:** ASAM criteria, Evidence-Based SUD Treatment (MI, TIC, CBT), MAT for SUDs, DSM-V SUD Criteria
- **Legislation:** SB 43, SB 326, DEA (21 CFR), Health & Safety Code Chapter 7.1 (Sec. 11832)

MINIMUM QUALIFICATIONS

KNOWLEDGE

- Administration and Management: Knowledge of business and management principles involved in strategic planning, organizational change, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources;
- Administration: Knowledge of administrative and office procedures and systems such as word processing, managing files and records, transcription, designing forms and workforce terminology;
- Customer and Personal Service: Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, and meeting quality standards personal services;
- Clinic Operations: Knowledge of clinic workflow and quality improvement efforts in a healthcare setting;
- Diversity, Equity and Inclusion: Basic understanding of social determinants, health disparities, health and racial equity;
- Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects;
- Fiscal Administration and Management: Budget planning and Public sector Financial Management;
- Management & Leadership: Knowledge of effective leadership, direction and supervision. Principles of people management training, coaching, mentoring, and performance evaluations including quality performance management and results-based accountability;
- Law and Government: Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process;
- Public Health Services: Principles and practices of public health including organization, management, and staffing;
- Project Management: Knowledge of principals and practices for Project Management and techniques of assessing workflow output; and
- Sociology and Anthropology: Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins

SKILLS/ABILITIES

- Active listening
- Building partnerships
- Communicate effectively
- Complex problem solving
- Coordination
- Critical thinking
- Federal, state and local laws
- Instructing / Training
- Interpersonal skills
- Judgement and decision making
- Learning strategies
- Management of personnel resources
- Monitoring
- Negotiation
- Presentation
- Reading comprehension
- Service orientation
- Social perceptiveness
- Strategic planning
- Systems analysis
- Systems evaluation
- Time management
- Writing / Speaking



EDUCATION & EXPERIENCE

PATTERN I

- Licensure as a Clinical Social Worker, Marriage Family Therapist or Professional Clinical Counselor; AND
- One (1) year of experience comparable to a Manager II; OR
- Three (3) years' experience in supervision in a large public or private human services organization performing the work described above in "Typical Tasks"; AND
- SUD certification OR verification of specific education equivalent to 40 semester units in SUD topics based on SAMSHA's TAP 21 Addiction Counseling core competencies; OR
- Peer Specialist certification with required verification of specific education equivalent to 40 semester units in SUD topics based on SAMSHA's TAP 21 Addiction Counseling core competencies; AND
- Two (2) years' minimum experience specific to the SUD field.

PATTERN II

- One (1) year of experience comparable to a Manager II; OR
- Three (3) years' experience in supervision in a large public or private human services organization performing the work described above in "Typical Tasks"; AND
- SUD Certification OR Verification of specific education equivalent to 40 semester units in SUD topics based on SAMHSA's TAP 21 Addiction Counseling core competencies; OR Peer Specialist Certification with required verification of specific education equivalent to 40 semester units in SUD topics based on SAMHSA's TAP 21 Addiction Counseling core competencies; AND
- Two-years minimum experience specific to the SUD field.

DESIRABLE QUALIFICATIONS

- Certification as a Substance Use Disorder Counselor; AND/OR
- Possession of a Masters degree in Psychology; Marriage and Family Therapy; Addiction Counseling; Substance Abuse Counseling; or Social Work (or associated licensure); AND/OR
- Possession of a Masters degree in Healthcare Administration or related field.

Proof of education (transcripts) will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 525-7339 to make other arrangements. Failure to submit proof will result in disqualification.



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



Cash Payout

Redo that kitchen or paydown debt.

It's all yours.



Leave Time

Take a little extra time off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable income and receive it later.

Why not?



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



clubwellness
myclubwellness.org

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 BONUS CASH PAYMENT

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



COMPENSATION & BENEFITS

Approximate Annual Base Salary:
\$87,131-\$130,686 Annually

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County Managers including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.5% of base salary
- Upon entering County service, accrual of two-weeks annual vacation
- 32 additional vacation hours annually
- 56 hours administrative/management leave per year (does not carry over)
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$900 annual Professional Development reimbursement
- Car allowance upon Department Head approval
- Moving allowance recruited from out-of-County
- Disability protection
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

Details available upon request

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit stanjobs.org for details.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Accounting to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered "at-will" and is designated Management for labor relations purposes.

The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

APPLICATION PROCEDURES/FINAL FILING DATE: APPLY BY DATE NOVEMBER 15, 2024

Oral Examinations are tentatively scheduled for the week of November 25, 2024

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.