



Director of Planning and Development

Job Code: DRPD - 128
Revision Date: Dec 21, 2018

Salary Range:
\$36.48 - \$59.68 Hourly
\$2,918.40 - \$4,774.40 Biweekly
\$75,883.00 - \$124,137.00 Annually

FLSA: Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

The purpose of this job is to procure and maintain revenue generating opportunities that align with the mission and vision of the agency. Responsible for strategically pursuing new funding opportunities through grants, federal waivers, community partnerships and other data-driven initiatives that lead to the creation of new projects and service lines.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Manages state reporting, changes in state/federal policy, implementation of new quality health measures and procurement of revenue associated with performance of projects/measures.
- Manages evaluation of grant opportunities, writing and research, and contracts management, once awards have been obtained.
- Conducts data analysis and program evaluations that are utilized to advise on program performance, policy and risk management.

- Maintains the data repository, develops a robust dashboard inclusive of EHN and other community demographics. The repository provides data to inform new projects proposals, grants and other initiatives, in addition to requests for data from other organizations
- Serves as a member to numerous community committees and leadership councils, as a representative of EHN. Provides chief executives analysis on topics stemming from input from leadership councils.
- Conducts planning activities to ensure project development reflects agency's strategic plan, vision and mission.
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires a Bachelor's Degree in Behavioral Health, Business or Public Administration or related field supplemented by four (4) years of progressively responsible experience; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment)

- None

Special Certifications and Licenses

- Master's Degree preferred.
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.

- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.