



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Behavioral Rehabilitative Services Program Manager
Department: Juvenile Justice
FLSA Status: Exempt
WC Code: 8810
Effective Date: July 1, 2017
Last Revised: February 16, 2021
Pay Grade: NU 16
Union: Non-Union (Supervisory)

SUMMARY

The BRS Program Manager is responsible for the oversight of all Behavioral Rehabilitative Services provided to youth in a residential treatment program. This role includes screening and evaluation of youth for placement and working in coordination with contracting agencies. This position provides oversight of required services, which include cognitive behavioral groups and individual counseling, as well as oversight of all staff training requirements. This job requires a key role in committees with oversight to the program, including Risk Management and Performance and Quality Improvements. This position is supervisor to the department's Food Service Specialist, Education Coordinator and Social Services Facilitator. Additional responsibilities related to contracts, licensing and intergovernmental agreements are essential job functions

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties not listed. These duties represent the essential functions needed of persons in this classification.)

1. Review Juvenile Justice Information System (JJIS)/Juvenile Provider Access System (JPAS) for Oregon Youth Authority (OYA) referrals. Talk with OYA Juvenile Parole Probation Officers (JPPO) and coordinate screenings with OYA youth for potential placements. Screenings with youth include in person, by phone, or Skype. If youth is to be accepted into program, coordinate an intake plan with OYA JPPO. Send intake paperwork to JPPO, review it for completeness upon return and make sure youth will be coming with necessary paperwork, medications, clothing, etc. Respond in JPAS to referrals within 5 business days, giving reasons if youth is denied placement.
2. Review Department Human Services (DHS) Secure Emails for DHS referrals. Talk with DHS caseworkers and do phone screening with worker to determine proper youth for potential placements. If youth is to be accepted into program, coordinate an intake plan with DHS. Send intake paperwork to caseworker, review it for completeness upon return and make sure youth will be coming with necessary paperwork, medications, clothing, etc. Respond to secure DHS emails within 5 business days, giving reasons if a youth is denied placement. Submit DHS forms to DHS Placement Services when youth is admitted to program to receive payment for services. Get DHS forms to Department Sr. Admin Supervisor for billing purposes. Track and submit Absent Day forms for billing to DHS when youth are out of the program for extended times (long outings,

run-aways) and to Sr. Admin Supervisor for billing records and monthly reports. Submit paperwork to DHS Placement Services when a youth is released from the program.

3. Meet with County Probation Officers (PO) to review probation youth for potential placement at Turning Point. If youth is to be accepted into program, coordinate an intake plan and get intake paperwork to PO, then review it for completeness upon return and make sure youth will be coming with necessary paperwork, medications, clothing, etc. Make sure POs submit proper paperwork to Department Sr. Admin Supervisor to receive payment from Oregon Health Plan (OHP) for services of youth.
4. Chairman of the Wellness Committee, which oversees the Wellness Plan, established for the program (and for Josephine County Juvenile Detention) as part of the National School Lunch Program standards for healthy eating and physical activity. The Wellness Committee works towards goals for nutrition and health/physical education. The chairman is responsible to run the quarterly meetings, take notes, create meeting minutes, and ensure that the program complies with the Wellness Plan.
5. Involvement in all committees related to Turning Point: Workforce Development Committee, Performance and Quality Improvements (PQI) Committee, and Risk Management Committee. All these committees were established through the accreditation process and are an essential requirement of remaining an accredited program. Attend quarterly meetings, participate in committee activities and responsibilities.
6. Participate in weekly Management Meetings, monthly All Staff Meetings, bi-monthly Shift Leads Meetings, and monthly School Program Meetings (oversee educational, recreational, and vocational related activities and community outings). Responsible for recording minutes at All Staff Meetings, Shift Leads Meetings and School Meetings. Type and distribute minutes to all parties involved after each meeting. Take attendance at All Staff Meetings and make sure staff who attend are credited training hours.
7. Accreditation: Essential member of the accreditation team that worked through the two-year process to help Turning Point become a nationally accredited residential program. Responsible to continue to follow standards established and prepare for on-going regulatory audits from the Council of Accreditation (COA). Also, solely responsible for tracking all referrals and youth demographics submitted to the program to meet accreditation requirements.
8. State Audits: Liaison to OYA, DHS, Licensing (DHS) for all state auditing. Prepare and submit evidence for state audit tools showing compliance with Oregon Administrative Rules (OAR) standards, meet with auditors, review cases, complete post-audit corrections, any policy or procedure creations or amendments needed, follow-up meetings, and implement into the program any new or revised policy and/or procedure.
9. Maintain on-going communication with OYA auditor, DHS auditor and DHS Licensing on regular basis. Send Youth Incident Reports, notify of any mandatory reporting, develop rapport, research programming questions, submit activity risk assessments for approval (OYA), seek additional support within their organization (requests for a specific supply, assistance with referral issues, or caseworker issues, etc.)
10. Review all program Youth Incident Reports. Check for completeness, grammar, make sure incident is resolved. Follow up with staff for missing information and to make sure all actions/interventions were done properly. Follow up with Nursing staff or Mental Health staff if they are essential to the Incident Report. Follow up with Social Service Facilitator on any services needed (Behavior Plans, etc.). Add additional follow-up implemented and any recommendations. Make sure all necessary notifications are made to required parties (Auditors, Licensor, DHS/OYA/PO workers, Facility Services, County HR, County Fleet, youth family members, Mental Health worker, Nursing staff, other management, law enforcement, DHS Abuse Hotline, etc.). Depending on the type of incident, complete additional paperwork, such as DHS Risk Claims form or Josephine County Facility Services work order for property damage, County Accident/Incident Report and Accident/Incident Analysis, etc. Make sure all items are submitted within timeline to meet BRS requirements.
11. Shopping for facility needs - nurse requests for over the counter (OTC) medical supplies, cleaning/laundry supplies, school/classroom supplies for detention and residential teachers, recreation equipment, outing

supplies, art group and counseling supplies needed for Social Service Facilitator and any other requests as needed to run the program.

12. Program Gift Cards-purchase food/drink related and movie theater gift cards for staff to use with youth on residential outings, keep outings calendar posted, oversee staff compliance, regularly refill gift cards, oversee that receipts and balance ledgers are accurate and all monies are accounted for properly.
13. Petty Cash-maintain a petty cash box with \$200 for program needs. Fill out petty cash forms with staff for use and retain all receipts, keep check book ledger of funds, submit receipts and petty cash box to Sr. Admin Supervisor for reimbursement when petty cash is low, cash checks from Finance and maintain balance of all money.
14. Facility Nurse and Mental Health Qualified Mental Health Professional (QMHP) liaison-assist facility nurse with errands needed such as picking up youth's glasses from vision provider, or pharmacy pick up when delivery will not meet need. Problem solve issues with nurse to meet youth needs in a restricted environment and review/create new medical policy for the program. Communicate weekly with contracted MH QMHP provider. Periodically review services to the program and best use of contracted time. Assist with any questions or needs QMHP may have. Discuss possible placements for possible MH needs and plan going forward.
15. Coordinate with Siskiyou Community Health Mobile Dental to set up dates for on-property dental screening for all residential youth. Work with dental hygienist to plan visits and coordinate with program schedule. Submit copies of dental summary from hygienist to youth's placing workers and other parties involved, including nurse for further review of coordination of dental needs.
16. Review of all Service Plans created by Social Services Facilitator (SSF) -make sure SSF is submitting service plans (Initial, Assessment and Evaluation, Master, Master Update, Aftercare Transition Plan, Discharge Summary, etc.) in the required time frame established in BRS guidelines for residential programs. Review service plans for BRS required content and provide editing assistance. Sign off on service plans and returning to SSF.
17. Supervise Social Service Facilitator (SSF), Residential Education Coordinator and Food Service Specialist. Meet with each position to keep informed, share information, provide feedback and any assistance or supplies needed. Complete a Performance Review on each position at the required time frames. Create and implement Work Plans or any disciplinary actions as needed.
18. Attend 16 hours of annual trainings per OAR requirements and state audit mandates. This must include First Aid/CPR and then any other skills training curriculum supporting evidence-based practices or other relevant subjects related to the delivery of BRS services.
19. Track training records of staff and ensure that they are meeting the BRS requirements of new hire training (28 hrs. in first 30 days) and annual training (16 hrs. a year). Find annual qualifying trainings that staff need and enroll them to attend. Coordinate with other managers to arrange shift coverage for staff to attend training.
20. Submit requests to county FAC on maintenance and repair needs of the building. Follow up to make sure projects are completed. Track FAC requests per accreditation requirements. Make sure the program and its property are meeting all mandates and requirements of DHS state licensing for a BRS program for all safety, health, and environmental standards, as well as the Health Inspector and Fire Marshal inspection requirements.
21. Keep Youth & Guardian Handbook, Program Manual and all policies and procedures updated. Notify staff and youth when changes occur and send new copies or training related to implemented changes.
22. This position is directly involved with serving a dependent population and preserving human life and is therefore classified as an essential employee in the event of a County declared state of emergency, or when an office closing is authorized. The BRS Program Manager must continue to work to meet operational requirements of the agency.

23. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position is responsible for the direct supervision and evaluation of facility education and nutrition staff. Position may require after hours on-call responsibilities as part of the Management Team and interchanging responsibilities with the Detention Program Supervisor. The delegation of authority and coordination in relation to programming requirements and the general operations of the Program facility is also required.

QUALIFICATIONS

Thorough knowledge of the residential care and rehabilitation of youth; ability to apply assessment tools and develop service plans. Competence in facilitating and conducting groups, family counseling and skills training are required. Excellent verbal and written communication skills a must.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Social Work, Psychology, Sociology, or a closely related field, (Masters preferred) with a minimum of five years of work experience in a licensed BRS facility, AND at least three years of management or administrative BRS experience.

JOB IMPACT

Failure to provide required programs and documentation could lead to loss of revenue in Residential Program contracts and legal action related to appropriate use of federal Medicaid funds.

JOB CONTACTS

Contact with treatment providers, Department of Human Services Staff, Juvenile Probation Officers, Oregon Youth Authority, Options for Southern Oregon, youth in custody and in the Residential Program, Juvenile Justice Employees, other county departments and numerous outside agencies and community partners.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Be able to write reports, business correspondence and procedure manuals, and to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Be able to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES

Have ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Be able to work as a team member and willingness to support and backup fellow employees.

OTHER SKILLS AND ABILITIES

Case management and ability to develop service plans; individual, group and family counseling; individual and group skills training and ability to assist Group Life Coordinators in provision of recommended services. Ability to apply, interpret mental health assessment tools and recommend appropriate services.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Oregon driver license and acceptable driving record.

BACKGROUND INVESTIGATION

Those employed in this position are subject to a background investigation including criminal background investigation and substance abuse testing. Conviction of a crime may disqualify an individual for this position. Individuals in this position are required to receive and maintain approval for employment in the position from the Department of Human Services criminal records unit. Must pass and maintain Criminal Justice Information System (CJIS) security clearance.

WORK ENVIRONMENT

While performing the duties of this job, the employee is sometimes exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Youth may be angry, hostile, and potentially dangerous, and may use loud, threatening verbal language.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength				
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>