**Contracts & Provider Network Manager**

**SALARY AND BENEFITS:**

Excellent benefit package including paid holidays, generous Paid Time Off, health, dental, and vision insurance, short- and long-term disability, life insurance, employer sponsored pension, paid job-related training, and much more.

Salary Range: $55,762.41 to $77,122.02 per year

**GENERAL DESCRIPTION:**

Shiawassee Health & Wellness, an innovative community mental health organization, is seeking a full-time Provider Network and Contracts Manager coordinate’s revenue contracts, service provider contracts, self-determination contracts, leases and other administrative service contracts as assigned by the Chief Financial Officer (CFO). He/she reviews all financial transactions relating to contracts and schedules and performs fiscal and service compliance audits of providers. The Provider Network and Contracts Manager reports to the Chief Financial Officer or other supervisory staff as designated by the Chief Executive Officer.

**EDUCATION:**

Bachelor's Degree required, Master's Degree preferred from an accredited university or college.

**EXPERIENCE:**

Minimum of three years administrative experience in the areas of financial accounting, auditing and contract management activities. Experience carrying out administrative functions essential for managing a provider network. Experience working in a capitated funding system.

**SUMMARY OF ESSENTIAL FUNCTIONS:**

**Provider Network Manager:**

1. Coordinates procurement process for contracted services and prepares Requests for Proposals (RFPs) following Federal Procurement Guidelines.

2. Service as the SHW representative on the Mid-State Health Network’s (MSHN) Provider Network Management Committee and other MSHN work groups, committees and councils as requested by the CEO.

3. Responsible for contributing data and assisting with narrative for the Annual MSHN Provider Network Adequacy Report.

4. Drafts contracts, reviews contracts with CEO or other designated staff, submits contracts to Board for approval.

5. Review all financial transactions related to contracts including review and approval of all contracted provider claims data.

6. Coordinates annual specialized group home audits per SHW policy.

7. Assists with all external audits and reviews as requested by CEO, CFO and Strategic Services Director.

8. Ensures that contract performance indicators are reviewed and evaluated at designated intervals and prior to contract renewal.

9. Prepares various reports as required by the Department of Health and Human Services and SHW.

10. Performs other duties as assigned by supervisor or the Chief Executive Officer.

**Contracts Manager:**

11. Maintains an organized paper and electronic filing system in an accurate, orderly and easily retrievable fashion.

12. Maintains a tracking system to monitor the progress of contracts from draft through execution.

13. Maintains a listing of contracts along with a checklist of essential information, including but not limited to, contract period, maximum contract value, licensing requirement, etc.

14. Conducts periodic reviews of all assigned contracts to assure contractor compliance with licensing, insurance, credentials, accreditation, employment practices, financial solvency and other contract specific requirements.

15. Ensures that contract performance indicators are reviewed and evaluated at designated intervals and prior to contract renewal.

16. Prepares various reports as required by the Department of Community Health and human services and SHW.

17. This position will be knowledgeable about and actively support 1) culturally competent, recovery based practices, 2) person centered planning as a shared decision making process with the individual, who defines his or her own life goals and is assisted in developing a unique path toward those goals and 3) a trauma informed culture of safety to aid consumers in their recovery process.

18. Performs other duties as assigned by supervisor or the Chief Executive Officer.

**Self-Determination:**

1. Assures Agency compliance with the State of Michigan's Self-Determination policy and practice guideline as required.

2. Assists in development and coordination of quality assurance processes for the on-going evaluation of Self-Determination and related initiatives.

3. Assists in developing training protocols and materials on Self-Determination.

4. Responsible for educating SHW professional staff in the concepts and application of the Agency’s Self-Determination Program.

5. Conducts assessments / screenings of eligible consumers for Self-Determination and related initiatives.

6. Consults with consumers and their families regarding Self-Determination principles and their application at the Agency.

7. Responsible for orientation and education of all self-determination participants during initial enrollment in a self-determination arrangement and continuously throughout the participation period.

8. Advocates for the consumer and/or family with service providers and community agencies for Self-Determination.

9. Responsible for monitor Self-Determination participant utilization and providing a utilization status report to case holders and program supervisors once per month.