



PRINCIPAL ADMINISTRATIVE POSITION DESCRIPTION
for the period 7/1/2022 to 6/30/2023

NAME: Vacant

TITLE: Director, Behavioral Health Workforce Center

DEPARTMENT: Department of Psychiatry

POSITION FUNCTION

Under the general direction of the Chair of the Department of Psychiatry at SIU School of Medicine, the Director of the Behavioral Health Workforce Center is responsible for creating and implementing the Behavioral Health Workforce Center Hub.

ORGANIZATIONAL RELATIONSHIPS

This position reports to Chair of Psychiatry for the SIU School of Medicine, who reports to the Dean and Provost of the School of Medicine and the CEO of SIU HealthCare. This position works with the leaders of internal departments and offices and external partner organizations.

DUTIES AND RESPONSIBILITIES

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

ADMINISTRATION

75%

1. Work closely with the Chair of Psychiatry and other senior leaders of SIU to establish a new Behavioral Health Workforce Center at SIU School of Medicine.
2. Establish consortium membership and memorandum of understandings with each organization.
3. Establish a strategic planning process for consortium members and the Center.
4. Hire and oversee Center employees and staff.
5. Establish an internal workgroup of SIU School of Medicine employees participating in the work of the Center.
6. Establish external workgroups to implement the work of the Center.
7. Facilitate Executive Committee meetings with partners to prioritize program objectives for the Center.
8. Oversee the implementation of the Intergovernmental Agreement and the scope of work for the program.
9. Oversee the creation and implementation of an annual scope of work for the Center.

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10. Establish workforce programs for the Center including: training and certification programs; data collection, analysis, and reporting processes; and an annual evaluation program.
11. Identify barriers and challenges to the Center and design strategies to address challenges.
12. Create alignment strategies to ensure the consortium goals and objectives align with the Center's annual work plans.
13. Create and implement a marketing and communications plan for the Center.
14. Plan and develop implementation strategies to ensure compliant administration of policies and procedures within the Center.
15. Establish educational programs for internal and external partners.
16. Create an evaluation program to benchmark progress towards Center goals and objectives.
17. Provide data and recommendations to the consortium members and state agency partners for continual process improvement.

SERVICE

5%

1. Serve as a strategy development resource for OER leaders and staff members.
2. Participate in local, regional and national organizations related to SIU Medicine strategic development efforts.
3. Demonstrate, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provide excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

RESEARCH

20%

1. Develop a data driven evaluation program to track and evaluate the Center's progress towards implementation of the Consortium's Strategic Plan.
2. Identify successful strategies and best practices in the development of behavioral health workforce Center programs and services.
3. Assess the need for training services in the implementation of Center processes and procedures.
4. Develop evaluation plan to track and benchmark outcome measures outlined in the Consortium's Strategic Plan.



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ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

Participate in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

WORKING CONDITIONS/PHYSICAL DEMANDS

See attached *Physical and Environmental Requirements Form*.

CONTROLS

This positions shall be controlled by written and verbal directives from the Chair of Psychiatry in accordance with the rules, policies and operational procedures of SIU School of Medicine, SIU HealthCare, SIU board of Trustees, and the laws of the State of Illinois, as well as state and national regulations.

MINIMUM QUALIFICATIONS

1. Bachelor’s degree
2. Eight (8) years of experience in program management, development, or leadership in a healthcare, human services, education or related field
3. Five (5) years of experience in state, local government, or not-for-profit service delivery
4. Two (2) years of experience in training and evaluation programs
5. Sensitive to the needs of underrepresented minority populations

DESIRABLE QUALIFICATIONS

1. Master’s or PhD degree
2. Working understanding of State of Illinois rules and regulations
3. Working understanding of organizational development principles
4. Experience in building and managing state and/or academic organizational relationships
5. Excellent communication, collaboration and problem-solving skills

Incumbent

Date

Supervisor

Date

Department Head/Chair

Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: Director, Behavioral Health Workforce Center
 Position No. (if applicable): _____ Department: Psychiatry-SMS

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling			Less than 5 lbs.		<input type="radio"/>
Carrying			Less than 5 lbs.		<input type="radio"/>
Lifting			Less than 5 lbs.		<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature _____ Date _____ Supervisor Name _____ Employee Signature _____ Date _____