

**Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County
Position Description**

Job Title:	Director of Risk Management	Reports To:	Chief Administrative Officer
Department:	Administrative Services	FLSA Status:	Exempt
Date:	7-1-09	Salary Grade:	2
REVISED:	4-15-11	NBU/BU	Unclassified, Non Bargaining
REVISED:	6-4-18	Status:	Unit
Approved By:	Chief Executive Officer		

PURPOSE

Reporting to the Chief Administrative Officer, is responsible for evaluating and managing the organization's legal issues including the review of internal policies and procedures, contract development and monitoring, risk management and the clients affairs unit, and assists with the Mental Health civil commitment hearing process. Provides legal advice and counsel. Works in coordination with all departments to analyze and resolve problems. Serves as Board's Privacy Officer in regards to HIPAA regulations.

DUTIES AND RESPONSIBILITIES

1. Provides legal advice and counsel on all matters affecting the ADAMHS Board's policies, procedures and operations.
2. Responsible for the development and implementation of a legal risk management plan.
3. Responsible for monitoring and implementation of informational programs to reduce and eliminate potential safety hazards. Participates on work teams to identify and provide solutions to issues that are potential risk concerns of the system. Informs Management of issues, findings and risk management activities.
4. Facilitates potential contract disputes between Board and providers by assuring that the proper policies and procedures are followed in a timely manner.
5. Prepares reports and drafts resolutions, for the ADAMHS Board.
6. Develops expertise in Medicaid, HIPAA and other relevant federal and state policies. Interprets legal ramifications.
7. Responsible for organization compliance with various codes, laws, rules and regulations concerning system development and ADAMHS Board.
8. Reviews and revises ADAMHS Board policy and procedure to assure adherence to standards and requirements.
9. Drafts and reviews all ADAMHS Board contracts, including the Labor Agreement, and affiliation agreements required by law, regulation or necessity. Assures that all contracts and affiliation agreements are appropriately formed, modified, or terminated and approved in accordance with ADAMHS Board office policy/procedure. Assures coordination and integration of terms and conditions of all contracts and affiliation agreements. Reviews incoming contracts and provides recommendations for Executive action on each.

10. Tracks actions. Initiates and processes contract modifications or amendments for each action taken which results in any new or change of current contract terms.
11. Develops contract task assignment tracking mechanism. Works with staff to assure that they are aware of and understand the terms of contracts and their participation in contract performance, monitoring, and enforcement.
12. Implements all policies and procedures as related to the contracting processes. Suggests changes that would lead to improvement in the efficiency or quality of the process.
13. Participates on assigned work teams or committees to identify research information and provide solutions to problems that are relevant to contracting processes.
14. Assists in the process of the mental health civil commitment hearings in Cuyahoga County as needed.
15. Provides legal expertise in internal operational tasks, fiscal, planning and monitoring functions.
16. Attends community meetings on behalf of the Board.
17. Works as liaison to the Cuyahoga County Prosecutor; the statutory legal representative of the ADAMHS Board. The Cuyahoga County Prosecutor provides legal opinions and represents the ADAMHS Board in litigation.
18. Develops and implements a plan for clients affairs. Evaluates clients affairs' annual goals and objectives.
19. Ensures that all clients have access to information and assistance regarding availability of services, and resolutions to complaints and grievances.
20. Ensures that clients are aware of and have access to Clients Rights. Offers assistance in solving issues brought forward by consumers and/or families.
21. Oversees all ongoing activities related to the development, implementation, maintenance of and adherence to the Board's policies and procedures covering the privacy of, and access to, patient health information in compliance with HIPAA compliance.
22. Maintains professional knowledge by attending workshops and reviewing professional publications.
23. Supervises staff as assigned. Maintains staff job results by coaching, counseling and disciplining employees, and planning, monitoring and appraising job results.
24. Performs special projects as needed or directed.
25. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Juris Doctor Degree; must be licensed to practice law in the State of Ohio.

Five (5) years legal and administrative experience.

Knowledge of behavioral health and laws.

Knowledge of risk management and policy analysis. Understanding of governmental structures and requirements of public sector organizations and systems.

Knowledge of negotiation procedures.

Possess excellent demonstrable verbal/written communication and research skills. Possesses computer proficiency for document drafting and production.

Ability to function independently after direction is given, attending to detail appropriately. Works well under pressure. Able to prioritize projects. Professional appearance, attitude and motivation.

PHYSICAL DEMANDS

Traditional office position which may require ability to use and operate office equipment and machines such as computer, telephone, fax machine, copy machine, adding machine and other equipment required to successfully perform the essential duties of this position.

Ability to transport oneself or arrange for transportation throughout the County and State.

WORKING CONDITIONS

No adverse working conditions.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change in accordance with the needs of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibility.

EMPLOYEE ACKNOWLEDGMENT

I have read this position description and discussed it with my supervisor.

Employee

Date

Supervisor

Date