



MERCER COUNTY BEHAVIORAL HEALTH COMMISSION

NAME:
JOB TITLE: Program Analyst I
FLSA STATUS: Non-exempt
MCR CODE: L0571 Program Analyst I

DEPARTMENT: ID AE Services
EMPLOYMENT STATUS: Full-time
HOURS OF WORK: 37.5 Hours/week

OVERALL OBJECTIVE OF JOB

Position is responsible for Intellectual Disability Administrative Entity functions of the organization, under the supervision of an ID Program Analyst II, with a major focus area of Provider Monitoring activities.

ESSENTIAL FUNCTIONS OF JOB

1. Conduct program monitoring of the local ID provider agencies,
 - a. Assist in annual Quality Assessment & Improvement Process.
 - b. Complete annual Provider Risk Screening Process if assigned.
 - c. Participation in state licensing visits/exit interviews to the local provider network.
 - d. Compliance follow-up and issuing corrective action plans, as needed.
2. HCQU Liaison and participate in Quarterly MOC Meetings.
3. Participate in the Human Rights Committee.
4. Become a Certified Investigator, participate in the CI rotation, Admin Reviews, and Peer Reviews.
5. Become QM Certified and participate in the development of the county's Quality Management Plan.
6. Incident Management Back-up. Rotate responsibility for monitoring EIM on weekends with ID Program Analyst II and Waiver Coordinator.
7. HCSIS case closures.
8. Cross train and develop functional understanding of other AE-related duties specifically related to waiver coordination, at the discretion of lead AE staff (ID Program Analyst II, in coordination with Waiver Coordinator.)
9. May participate in the development of the Human Services Plan specific to Intellectual Disability services.
10. Position will remain knowledgeable and current regarding the Mercer County human service system, its provider network, services and supports, referral procedures, and the various funding sources and billing procedures.
11. Position will be knowledgeable regarding organizational policies contained in the BHC Human Resource Manual and of expectations outlined in the BHC Code of Conduct.
12. Analyst will maintain effective communication skills and may be required to engage in public speaking activities as assigned and directed.
13. Performs other job-related duties and support services as required and assigned

OTHER DUTIES OF THE JOB

1. Support the ID Administrative Entity staff so as to help reach and maintain the agency mission and its philosophies.
2. Participates in AE activities as required to ensure program compliance with State/Federal regulations and to promote and enhance the quality of program service delivery.
3. Attend agency related meetings as required.
4. Attend Monthly AE Monitoring Meetings and ODP trainings/meetings as required.

SUPERVISION RECEIVED

Position will receive individual supervision related to daily work duties and essential functions of the job as needed by the Intellectual Disabilities Program Analyst II.

SUPERVISION GIVEN

Position does not provide supervision to other employees.

WORKING CONDITIONS

- Work indoors in limited workspace with adequate lighting, temperature, and ventilation.
- Works with average indoor exposure to noise, stress, and disruptions.
- Normal indoor exposure to dust/dirt.
- Works in conditions of potential outbursts or disruptive behavior of clients.
- Travels throughout Mercer County on an ongoing and regular basis.
- Travels periodically for trainings and meetings outside of Mercer County which may involve possible overnight stays.

PHYSICAL AND MENTAL CONDITIONS

- Must possess ability to record, convey and present information, explain procedures and follow instructions.
- Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching and driving as necessary to carry out essential job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to carry out duties of job.
- Must be able to lift and/or carry items such as, laptop in case, personal briefcase, work related supplies and miscellaneous objects with a maximum weight of thirty (30) pounds.
- Must apply safe lifting and carrying practices. If an item weighs more than maximum weight limit, employee must make more than one trip to carry all necessary items to their vehicle and/or to or from designated worksites.
- Occasional exerting and/or lifting of up to 50 pounds may be required for the maneuvering of equipment or supplies to and from designated worksites.
- Must be able to cope with the physical and mental stress of the position.

- Must be able to manage details and concentrate on work.
- Must be able to mentally react quickly to consumers' needs and/or requests as necessary as it applies to your position.

QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE

- A bachelor's degree in a behavioral health or other human service related field.
- A minimum of two years of experience within the human service field following completion of bachelor's degree.
- Must possess a valid driver's license and/or access to reliable transportation.
- Must possess necessary clearances, i.e.; PA Child Abuse, PA Criminal Record and Federal FBI, if applicable.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Must possess effective communication and interpersonal skills.
- Must possess initiative and problem solving skills.
- Must possess the ability to monitor, report, and manage the organizations quality measures.
- Must possess an ability to function independently and to determine when it is appropriate to seek administrative direction.
- Must be capable of examining complex information and deduce interpretation and summarization.
- Must provide a high degree of diplomacy both within and beyond the organization.
- Must maintain confidentiality in regard to consumer information and records.
- Must possess the technical knowledge of operating personal computers and other office equipment.
- Must possess a valid driver's license and a willingness to travel as needed.
- Must possess knowledge of social, economic and health problems and resources for assisting consumers in these areas.
- Must possess ability to plan and organize work and prepare adequate records and reports.
- Must possess ability to understand and interpret laws and regulations in regard to agency programs and services.
- Must possess and practice organizational and stress management skills.
- Must possess ability to understand basic budgeting and math skills.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Program Analyst I and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)

Affirmative Action/Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the Employer provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.