

**State of Washington**  
**Dept. of Social and Health Services**  
invites applications for the position of:  
**DSHS Contracts Administrator**

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**SALARY:** \$5,426.00 - \$6,541.67 Monthly  
\$65,112.00 - \$78,500.04 Annually

**OPENING DATE:** 10/12/17

**CLOSING DATE:** 10/19/17 11:59 PM

**DESCRIPTION:**

DSHS Contracts Administrator

Join the Division of Behavioral Health and Recovery, as our Contracts Administrator. This career move presents an opportunity to work across teams and agencies to support state wide Behavioral Health services. You'll develop and maintain federal and state funded contracts for Behavioral Health Organizations across Washington State.

You're responsible to facilitate policy position options for senior management based on CMS guidance, legislative direction, and analysis of program performance, budget considerations and community member input.

**What needs to be done first**

- Ensure contracts that fund Behavioral Health services in Washington State are updated
- Ensure ongoing language discussions are related to new initiatives, federal opportunities and legislative decisions and this position; You'll be on the front line ensuring the requirements stemming from these are rolled out in a timely fashion

**Some of what you'll do**

- Collect data about BHO contract outcomes and develops analysis for continuing BHO improvement and effectiveness
- Coordinates across multiple teams and agencies agreements and negotiation of contracting elements and language.
- Organizing and tracking responses to Medicaid requirement and inquiries
- Participate as a project manager for the roll out of new behavioral health opportunities

**What we're looking for**

Master's or other advanced degree in a behavioral health related field and a minimum of 3 years' experience working in the public behavioral health system, or Bachelor's degree in a behavioral health related field and 5 years' experience working in the public behavioral health system,

And have

- Knowledge of federal and state behavioral health statutes, rules and regulations, including Medicaid regulations,
- Knowledge of behavioral health programs and models of care based on recovery and resilience and national and local trends in care and practice, including evidence-based and research based practices,
- Knowledge of behavioral health managed care principles,
- Knowledge of the protocols and processes of the executive and legislative branches of state and local government,
- Knowledge of continuous quality improvement principles, Knowledge of state contracting and contract compliance regulations
- Ability to lead a diverse workforce,
- Ability to direct complex behavioral health programs and to design, implement and evaluate strategic and tactical plans, evaluations tools, and public education campaigns,
- Ability to work collaboratively and communicate effectively with multiple stakeholders including consumers, advocates, providers, local government official and staff, state staff, legislative staff, and legislators to develop policies and procedures for management of publicly funded behavioral health services,
- Ability to analyze situations, identify policy needs, develop strategies, promote ideas, develop goals and objectives, set priorities, establish benchmarks and use data for decision making,
- Ability to coordinate and build consensus among internal and external stakeholders toward the development of departmental and legislative initiatives,
- Ability to manage and build consensus with cross system partners toward increased coordination of care for individuals with multiple needs,

### **Interested?**

1. Complete online application
2. Submit a resume
3. Letter of Interest

### **Questions?**

Contact [Tracie.Kidd@dshs.wa.gov](mailto:Tracie.Kidd@dshs.wa.gov)

### **SUPPLEMENTAL INFORMATION:**

Prior to a new hire, a background check including criminal record history may be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job. This announcement may be used to fill multiple vacancies. Employees driving on state business must have a valid driver's license. Employees driving a privately owned vehicle on state business must have liability insurance on the privately owned vehicle.

Washington State Department of Social & Health Services is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, gender, gender identity/expression, marital status, race, creed, color, national origin, religion or beliefs, political affiliation, military status, honorably discharged veteran, Vietnam Era, recently separated or other protected veteran status, the presence of any sensory, mental, physical disability or the use of a trained dog guide or service animal by a person with a disability, equal pay or genetic information. Persons requiring accommodation in the application process or this job announcement in an alternative format may contact the Recruiter at (360) 725-5810. Applicants who are deaf or hard of hearing may call through Washington Relay Service

by dialing 7-1-1 or 1-800-833-6384.

#LI-TK1