

**INGHAM COUNTY
JOB DESCRIPTION**

DIRECTOR - BUREAU OF HEALTH PLAN MANAGEMENT

General Summary:

Under the supervision of the Deputy Director / Health Services, responsible for the development, planning, and administering of health programs and health plan management service in Ingham County and other counties in Michigan in accordance with the goals and objectives of the Health Department and in compliance with state and federal standards, policies, guidelines, and grant funded requirements. Directs professionals and support staff who manage and carry out community health services to clients within and outside of Ingham County. Responsible for administration and program management functions of the Division including program budgets and contracts with other units of government, profit and non-profit organizations and institutions. Represents the Bureau at state and local functions and serves as Chief Liaison with health plan executive directors, participating health systems, other health personnel, other governmental agencies, and community organizations.

Essential Functions:

1. Program Development: Collaborates with the Deputy Director to: a) develops relationships and contracts with other units of government, profit and non-profit organizations and institutions in Ingham County and other counties in the state; b) participates in formal presentations and negotiations with outside entities; c) plans for future program development and develops new revenue sources to support Health Department programs and services; d) develops health program management policies and procedures; and, e) accomplishes revenue projections for health plan management services.
2. Program/Plan Management: Supervises staff who provide health program management services in multiple counties within the state Health programs for which management services are provided include: health care coverage plans, discount prescription programs; Breast and Cervical Cancer Control Program (BCCCP), and the Medical Access Program (MAP). Specific supervisory responsibilities include: a) staff who recruit, train and cultivate medical providers; b) staff who develop and implement health management program policies and procedures; c) staff who provide provider services, case management services, and member services; d) staff responsible for the day-to-day enrollment, dis-enrollment, and redetermination of health plan members; e) staff responsible for the development and maintenance of the health plans' information management systems; f) staff responsible for performing outreach and enrollment efforts; g) staff responsible for carrying out quality assurance and utilization management activities; h) staff who oversee relationships with subcontractors such as third party administrators, pharmacy benefits' managers, and providers of medical services such as laboratories, radiology groups, hospitals, and primary and speciality care providers.

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3. Division Leadership. Represents the Bureau at state and local functions and serves as the Chief Liaison with health plan executive directors, participating health systems, other governmental agencies, and community organizations. Provides consultation and support to health plan executive directors in multiple counties.
4. Develops and maintains health plan materials, including policy and procedure manuals used to train medical providers and health plan staff, member benefit guidebooks and promotional materials. Writes grant requests and project proposals.
5. Performs other duties as assigned.

Other Functions:

6. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: Possession of a Master's Degree in Public Health Administration, Health Education, or a related field.

Experience: Five years of professional experience in a county health department, hospital or other health care organization working directly with medical providers, patients, and community organizations, three years of which should have been in a managerial capacity.

Other Requirements: Possession of a valid Michigan driver's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements:*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

