GENERAL PURPOSE: Under the general supervision of the Quality Assurance Director, the Contract Coordinator will review, analyze, create, negotiate, and audit all agency contract opportunities. This position will be relied upon to work equally well as part of a team and individually. The Coordinator is required to provide insight and guidance to the pertinent stakeholders in shaping and submitting contracts and provide administrative support to the various departments in areas to include, but not limited to, electronic data management, spreadsheet creation, reporting, and auditing of contracts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Act as primary interface with assigned programs/agencies to monitor contract quality on behalf of The Center for Mental Health (CMH).
- Support annual provider contracting process, verifying providing deliverables, and ensuring required documents are present and monitored as appropriate.
- Perform ongoing tracking and monitoring of provider contract deliverables throughout the year; follow up with contract agencies to resolve questions or issues.
- Maintain deadlines on deliverables and communicate on an ongoing basis with community/regulatory agencies and internal partners about contractual issues.
- Ensure all departments of the organization are aware of all key contract requirements relevant to the stakeholders (for example, reporting requirements, operational deliverables, and stakeholder meetings.)
- Work closely with Quality Assurance Department (QA) to review routine performance reports to provide visibility over critical systems/programmatic issues and monitor performance. Communicate performance issues to QA Director.
- Communicate regularly with CMH’s CEO and general counsel to analyze significant, and/or unique contract requirements, special provisions, terms and conditions to ensure compliance with appropriate laws/regulations, corporate policies and business procedures.
- Collaborate with QA and data staff to manage performance data and generate meaningful reports to assist with system monitoring.
- Collaborate with QA staff to monitor and evaluate programs to ensure compliance with local, state and federal contract requirements.
- Collecting, analyzing and reporting on various types of data from contract management system to track system compliance, metrics and contract status.
- Providing support for various projects, presentations and miscellaneous tasks as requested.
- Obtain approvals and internal/external signatures for contracts in accordance with established processes.
- Demonstrate outstanding problem-solving skills and an exemplary attention to detail.
• Must possess the ability to handle stressful situations and deadlines with incomparable professionalism and a consistently calm demeanor.
• Maintain spreadsheets and collect, track, prepare, compile, and distribute statistical data for daily and monthly reports.
• Assist with development and review in tandem with Finance of contractual objectives.
• Support other CMH projects and initiatives as requested.

Center-Wide Essential Duties and Responsibilities

• Responsible for keeping client information confidential by adhering to Colorado law and policies and procedures for The Center
• Responsible for compliance with applicable federal, state and local laws; professional practice acts and ethical guidelines; policies and procedures of The Center; and contractual guidelines
• Responsible for supporting The Center’s Vision, Mission, Values and Beliefs by practicing and modeling a culture of wellness within a One Team Mindset
• Completes all administrative paperwork and electronic health record documentation/time sheet (billing and personnel/payroll) as requested/required
• Completes required competency training in Essential Learning and additional training as requested or selected by supervisor
• Reviews and acknowledges Center policies and procedures as requested/required

MISC. DUTIES AS ASSIGNED
This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

SUPERVISORY DUTIES: No supervisory duties

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

• Bachelor’s degree in a human-service or business-related field required (Paralegal Certificate or Certification a plus)
• Experience working in a medical records department, to include tasks such as purging, filing, and responding to records requests preferred
• Preferably, contract management, data analysis and reporting experience
• Communicating effectively; excellent verbal and written communication skills
• Building collaborative relationships
• Problem-solving both independently and with others
• Knowledge and familiarity with behavioral health programs, regulations and continuous quality improvement activities.
• Strong computing skills.
• Flexible, organized, and independent, yet amendable to supervision
• Excellent organizational skills, with the ability to manage and prioritize multiple and varied tasks with enthusiasm
• A strong desire to operate and improve contract management processes and policies
• Experience reviewing and summarizing various data sources and reports.
• Experience documenting and billing for services provided
• Fluency in English required; Spanish preferred
• Basic computer and keyboarding skills
• Ability to enter data on the Center’s computerized record keeping system
• Ability to interact with people in a professional, friendly manner
• Ability to work independently as well as cooperatively and constructively as part of an interdisciplinary team

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Works extended hours in front of a computer monitor
• Required to talk and hear
• Often requires sitting and use of hands and fingers, to handle or feel
• Occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl
• Vision abilities required by this job include close vision
• The noise level in the work environment is usually quiet to moderate
• May need to provide services in noisy and unclean locations in the community

I have read this copy of my job description, discussed it with my supervisor and understand my responsibilities.

___________________________________________
Signature

______________________________
Date

THE CENTER FOR MENTAL HEALTH EMPLOYMENT IS AT-WILL MEANING THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY EITHER THE EMPLOYEE OR EMPLOYER AT ANY TIME, WITH OR WITHOUT CAUSE OR PRIOR NOTICE.