

**Mississippi Department of Mental Health  
239 North Lamar Street  
1101 Robert E. Lee Building  
Jackson, MS 39201**

**Program Specialist Supervisor**  
(Director of the Office of Utilization Review)

This position assists members of the DMH Leadership Team and Executive Director in review of service utilization for inpatient services and outpatient community-based services. This position is part of the Bureau of Certification and Quality Outcomes.

The Director of the Office of Utilization Review will be responsible for tracking and analysis of the utilization of behavioral health services and intellectual and developmental disability services for state-operated programs and key community-based services to prevent unnecessary institutionalization. This includes a review of pre-evaluation screenings and state hospital discharge records for patients who are under treatment for serious mental illness to ensure proper utilization of treatment resources; a review of patient records for proper case documentation; an assessment of the connection with necessary community-based services to prevent readmissions; and a review of person-level and aggregate data capturing number of units for selected services.

Examples of work performed in this classification include, but are not limited to, the following:

- Manages the day-to-day operations of the Office of Utilization Review and staff. This position oversees all phases of development, organization, planning and implementation of Utilization Review projects, initiatives, workflows and processes to enhance quality-driven outcomes.
- Collaborates with the leadership team including the executive director, deputy executive directors, and chief clinical officers.
- Prepares and reviews data monthly for key community-based services that have been proven to help prevent unnecessary institutionalization. This includes analyzing person level and aggregate data.
- Responsible for reviews of discharge plans for patients who have been readmitted to a state hospital within one year of discharge.
- Conducts regular audits of pre-evaluation screenings to ensure certain criteria are being met.
- Conducts regular audits of discharge records at state hospitals.
- Administers the review of individuals' current or proposed treatment plans to identify appropriate services, address potential barriers to discharge and assist in transitioning care to a lower level of care
- Compiles monthly reports and statistics for presentation to the leadership team.
- Responsible for the coordination of a clinical review process to assess the adequacy of services received by a sample of people receiving state hospital care and key community-based mental health services.
- Coordinates requests for technical assistance from providers including competency-based training, consultation, and coaching.
- Serves as a liaison with the Division of Medicaid.
- Promotes the highest degree of integrity and ethics while carrying out job responsibilities.
- Establishes and maintains a high level of care and respect for, and communication with all DMH staff and DMH Certified Providers. Builds and maintains strong working relationships with DMH staff, as well as external stakeholders. Creates a work climate that emphasizes collective team performance.
- Other duties as identified.

**Preference will be given to those with:**

- Experience and knowledge of direct behavioral health and IDD services.
- Data analysis and performance management experience.
- Excellent organizational and interpersonal skills.
- Experience and comfort working within inpatient and community-based services.
- Exceptional verbal and written communication skills, with astute ability to articulately present material in front of large audience.
- Team-player outlook. Strong problem-solving skills with impeccable multi-tasking abilities.
- Supervisory experience.
- Working knowledge about the Mississippi Department of Mental Health.

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Education:**

A Doctoral Degree from an accredited four-year college or university in business administration, child development, communicative disorders, counseling, education, guidance and counseling, nursing, psychology, sociology, social work, special education, speech pathology, or a directly related field;

**Experience:**

Two (2) years of experience in work closely related to the described duties, of which three (2) years must have been in a supervisory capacity.

OR

**Education:**

A Master's Degree from an accredited four-year college or university in business administration, child development, communicative disorders, counseling, education, guidance and counseling, nursing, psychology, sociology, social work, special education, speech pathology, or a directly related field;

**Experience:**

Four (4) years of experience in work closely related to the described duties, of which three (3) years must have been in a supervisory capacity.

**Starting Salary:** \$62,535.69

**Deadline to apply:** December 23, 2021

Interested applicants must submit their resume to the attention of Toni Johnson at the MS Department of Mental Health, 239 North Lamar Street, 1101 Robert E. Lee Building, Jackson, MS 39201 or via e-mail at [Toni.Johnson@dmh.ms.gov](mailto:Toni.Johnson@dmh.ms.gov). For additional information please contact Toni Johnson at 601-359-6244.