

## BEHAVIORAL HEALTH PROGRAM MANAGER

<b>Develop, manage &amp; improve behavioral health programs</b>	<b>Evaluate programs to ensure efficacy &amp; optimization</b>	<b>Telecommuting option for candidates in California</b>
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*-Position is not eligible for sponsorship -*

**Develop, manage and improve behavioral health programs** at [Health Plan of San Mateo \(HPSM\)](#), a community-based nonprofit that manages the health care of over 160,000 members – including their outpatient behavioral health care. The Program Manager engages with internal and external stakeholders to identify the range of our diverse membership’s behavioral health needs and execute innovative approaches to meeting them.

### Position overview

- Manage all phases in the development of behavioral health programs – from creation and launch to service delivery and quality improvement
- Develop methods, techniques and evaluation criterion for setting program goals and obtaining optimal results
- Serve as the primary point person and relationship liaison with external partners and vendors

### Key skills

- Participate in cross-functional business planning to ensure behavioral health program objectives support big-picture organizational initiatives
- Act as an organizational subject matter expert on all aspects of behavioral health program operations
- Utilize key performance indicator dashboards to monitor and communicate program impacts

### Requirements

These are the qualifications typically needed to succeed in this position. However, you don’t need to meet every requirement to apply.

#### Education and experience

- Bachelor’s Degree in Business Administration, Public Health, Health Care Management or Public Policy (required) – MBA, MPH or MPP preferred
- Minimum of three years’ project/program management experience
- Experience with quality/process improvement techniques

#### Knowledge of:

- Behavioral health programs/services and health care public policy issues
- Organizational behavior skills with a focus on driving for results
- Project management and qualitative/quantitative program evaluation methods
- Accrediting and regulatory body requirements
- Medicaid managed care operations (strongly preferred)

#### Ability to:

- Work both independently and with others in support of team decisions
- Communicate effectively, both verbally and in writing
- Think critically and make informed decisions

## Salary and benefits

**The starting salary range** depends on the candidate's work experience.

**Excellent benefits package** includes:

- HPSM-paid premiums for employee's medical, dental and vision coverage (employee pays 10% of each dependent's premiums)
- Fully paid life, AD&D and LTD insurance
- Retirement plan (HPSM contributes equivalent of 10% of annual compensation on top of salary)
- 13 paid holidays a year, 12 paid sick days a year and paid vacation starting at 16 days a year
- Tuition reimbursement plan
- Employee wellness program

**To apply**, complete an [HPSM Employment Application](#) and submit it with a resume and cover letter with salary expectations to [careers@hpsm.org](mailto:careers@hpsm.org). In your cover letter, please briefly describe how you helped develop and/or manage a health care program. Submissions without a cover letter and salary expectations may not be considered.

Health Plan of San Mateo (HPSM) is a local community-based health plan that manages the health care of over 160,000 low-income people San Mateo County, including all its Medi-Cal eligible residents. HPSM is proud to be an Equal Opportunity Employer and an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.