



COASTAL HORIZONS CENTER, INC. POSITION ANNOUNCEMENT

DATE OF NOTICE: October 11, 2021

Position Title: **Government Performance and Results Act (GPRA) Specialist
Full Time. Exempt**

OVERVIEW:

Coastal Horizons Center is participating in a federally funded demonstration program to become a Certified Community Behavioral Health Clinic (CCBHC). This is an opportunity to further expand the provision of community-based mental and substance use disorder services, advance integration of behavioral health with physical health care, assimilate and utilize evidence-based practices on a more consistent basis, and promote improved access to high-quality care. Substance Abuse and Mental Health Administration (SAMHSA) grantees are required to collect and report performance data using the designated Government Performance and Results Act (GPRA) Client Outcomes Measures for Discretionary Programs Tool. This tool is used to survey clients seeking treatment under the CCBHC program and collect data to be entered into SAMHSA's online portal. The GPRA Specialist will collect the required data and will collaborate with the program team to ensure all SAMHSA data collection requirements are met.

GENERAL STATEMENT OF DUTIES:

- Manages the data entry and collection processes for all GPRA data related to program requirements.
- Assists and supports all project staff members with GPRA data entry-related projects and assigned tasks.
- Complete field data collection by conducting interviews by telephone or in-person with clients.
- Assist or conduct a variety of project-related GPRA data entry and transcription tasks from metrics reporting data reconciliation, Quality Control, and interdepartmental deliverables.
- Participate in quality improvement activities to meet program objectives.

REQUIRED EDUCATIONAL/EXPERIENTIAL QUALIFICATIONS:

High school graduate, Associates' Degree preferred.

Experience working with individuals with behavioral health and/or substance use issues. The GPRA tool requires asking the clients about particularly sensitive topics, individuals who are familiar or already work with this population are well suited to complete the follow-up data collection.

KNOWLEDGE/SKILLS/ABILITIES: Demonstrated knowledge of engagement services, substance abuse, mental health services, and community resources. Strong attention to detail; ability to work on multiple tasks and meet deadlines. Excellent PC skills with demonstrated experience using Microsoft Office Package (MS Word, Excel, Power Point, Access, Outlook); internet. Strong written and verbal communication skills required.

Salary: Commensurate with education and experience. Benefits available include health/medical, dental, life insurance, paid time off programs, 401K retirement saving plan. For more information, please visit our website at ww.coastalhorizons.org

NOTICE: All full and part-time employees, volunteers, interns and contracted staff of Coastal Horizons must adhere to our COVID-19 vaccine policy and are **REQUIRED** to show proof of vaccination at time of hire.

PLEASE SEND RESUME AND COVER LETTER TO: (NO PHONE CALLS PLEASE)

COSTAL HORIZONS CENTER, INC.

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WILMINGTON, NC 28412

Email: jobs@coastalhorizons.org

Fax: 910-790-0189