**ACCESS MANAGER**

OnTrack is an equal opportunity employer. OnTrack does not discriminate against applicants or employees based on race, color, gender, religion, age, national origin, physical or mental disability, sexual orientation, gender identity, family relationship, marital status, veteran status, military service, employment status, or any other classification protected by local, state, or federal law. Any person who needs accommodation to participate in the application process should communicate with Human Resources. Any employee who needs accommodation to perform the essential functions of his or her job should communicate with his or her supervisor. OnTrack will work with an applicant or employee to evaluate whether there is a reasonable accommodation that does not pose an undue hardship on the operations of his or her department.

**JOB SUMMARY:** Responsible for assisting in maximizing program capacity while responding to and tracking referrals for placement in residential programs. Responsible for coordinating placement in residential treatment given client needs and availability in all programs. Ensures that referral agencies and wait-listed individuals are given most current status on available options for placement. Network and maintain strong relationships with community partners and referring agencies. Oversee pre-admission/placement process and co-ordinate with referring agencies and program managers. Coordinate interviews, assessments, and/or completion of all information needed to determine placement.

**SUPERVISED BY:** Clinical Operations and Residential Director

**STATUS:** This position exempt, full time

**Supervision Exercised:** None

**Essential Functions**:

* Review all applicants for eligibility and exclusion requirements per program
* Oversee all pre-admission processes
* Assist prospective clients in obtaining all required pre- admission medical testing
* Review assessments and analyze suitability for placement within agency
* Maintain referral contact records
* Respond to all placement inquiries
* Communicate with referral agencies and individuals on placement status
* Serve as part of on-call residential manager rotation (approximately 1 week per month)
* Manage wait lists and wait list reporting
* Demonstrate alignment with OnTrack values and mission
* Perform all work tasks in a manner consistent with established policies and procedures
* Assist with development and revision of policies and practices associated with access
* Comply with all federal, state and agency health and safety procedures and reporting guidelines

**JOB REQUIREMENTS**

**Knowledge, Experience and Skills Requirements:**

* Minimum of 3 years’ experience in mental health, drug and alcohol or behavioral health treatment facilities
* Minimum of 1 year experience in residential facility and understanding of residential milieu
* Working knowledge of applicable Oregon Administrative Rules

**Education/Licensure/Certification requirement:**

* Obtain and maintain current certification as CADC II
* Bachelor’s degree preferred; additional experience in lieu of education will be considered
* Obtain and maintain current First Aid and CPR certifications
* Current, valid Oregon Driver’s license and safe driving record to use company vehicles or personal vehicle for required duties

**Background:** Clear background check, including Medicaid Fraud Check

**Work environment:** This job is primarily sedentary work and located in a standard office environment. Visual acuity is required for review of documentation, spreadsheets, and viewing of computer monitor. Occasional local travel to various job sites is necessary upon request. Ability to use a telephone and computer a significant portion of every workday.

**References:** 3 professional references required to verify experience

**Not Comprehensive List:** *This is not intended to be a comprehensive list of all duties and responsibilities and is representative of the scope of the work. The duties and responsibilities listed in this job description may be subject to change at any time due to reasonable accommodation or other reasons.*

*Upon signing this form, you are in agreement with all responsibilities listed above and acknowledge receipt of the job description and acknowledge that you can perform all the essential functions of the position, with or without reasonable accommodation.*

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Signature Date