Job Posting

**TITLE:** 15100 Utilization Management Specialist

**CATEGORIES:** FTE

**CLASSIFICATION:** Clinical Specialist

**CLOSING DATE:** Until Filled

**PERCENT OF TIME:** 100% FTE

**PERSONNEL CODE:** 15100

**PROGRAM:** Organizational Resources

**UNION STATUS:** Professional Bargaining Unit

**SALARY:** Minimum $32,178 Annually

**JOB INFORMATION**

**SUMMARY:**
The Utilization Management Specialist is responsible for overseeing the credentialing/licensing process of clinicians at JMHC, and conducting multiple tasks involving both the engagement and discharge of consumers receiving services.

**QUALIFICATIONS:**

* **Essential**
  - Bachelor or Masters Degree in Social Work or related field
  - Experience working in the behavioral health field
  - Understanding of the interface between academic degrees and related licensing and certification processes
  - Experience working with an electronic medical record
  - Experience working in Excel
  - Excellent oral and written communication skills
  - Possession of a valid driver’s license, a favorable driving record, adequate insurance (per WI law) and access to a vehicle

* **Preferred**
  - Bi-lingual and/or bi-cultural (Spanish/Hmong/Cambodian)
  - Licensure as a Substance Abuse Counselor

**RESPONSIBILITIES:**
1. Ensuring that licensing, certification, and credentialing are all in order for new clinical staff hired at JMHC
2. Assuring an appropriate match between staff credentials and insurance carriers
3. Keeping HMOs and other funders appraised of staff licensing/credentialing updates
4. Entering Prior Authorizations for Medicaid
5. Assisting in the engagement of consumers assigned to clinicians
6. Assisting in the discharge of consumers assigned to clinicians and/or receiving medications
7. Monitoring no-shows
8. Monitoring admissions for changes in insurance

The above statements are not to be interpreted as an exhaustive list, but are intended to describe the general nature of the work being performed by this employee.

Applications are available:

- at www.journeymhc.org/careers
- or pickup at Journey Mental Health Center, 625 W Washington Ave., Madison, between 8 a.m. and 8 p.m. Monday-Thursday and 8 a.m. to 5 p.m. Friday

Resumes are NOT accepted in place of completed application forms, but can be attached. Employment is contingent upon a receipt of favorable results of background history and driver’s record check.

Journey Mental Health Center is an Equal Opportunity/Affirmative Action Employer. It is the agency’s belief that staff diversity and cultural competence are the foundation for services, which are accessible, effective, and relevant to the diverse needs of Dane County children, youth, families, and adults. Women, disabled, and culturally diverse applicants are strongly encouraged to apply.