Geauga County Board of Mental Health and Recovery Services

Clinical and Compliance Manager

JOB Description:

Identify best practices and gaps in the countywide system of care, then coordinate solutions with the Geauga County Board of Mental Health and Recovery Services (GCBMHRS) and contract agencies. Work directly with Clinical and Quality Improvement staff at contract agencies to address clinical and compliance issues. Communicate service-delivery concerns and propose solutions to ensure consumers receive the highest standard of care. Develop, implement, and monitor a systemwide Continuous Compliance Plan for Mental Health and Recovery Services.

A. Review and evaluate services contracted by the GCBMHRS through annual Non-Medicaid audits, medical necessity, certification standards, clinical record, peer, utilization, and facility reviews.

B. Identify areas where agency contract programs are not congruent with best practices, standards, and outcomes, and help provide countermeasures to address weaknesses. For agency contract programs congruent with best practices, share results with other board areas.

C. Monitor new programs and funding opportunities through state and federal grants. Write and apply for grants, prepare required reports, and stay knowledgeable about grant regulations.

D. Maintain up-to-date knowledge of existing and new standards and services developed by the Ohio Department of Mental Health and Addiction Services; ensure that all contract agencies are aware of grant opportunities, regulatory changes, and reporting requirements.

E. Assist in writing service specifications for programs to ensure compliance with all applicable standards, including outcome measures.

F. Ensure the protection of consumers' rights in behavioral health services; monitor all client rights, mediation, and grievance policies and procedures. Serves as Board Client Rights Officer, Civil Rights Officer/504 Coordinator, and HIPAA Privacy Officer.

G. Monitor risk management issues; track occurrences of reportable Major Unusual Incidents at provider agencies; study trends; and ensure compliance with all reporting requirements established at the state and local levels. Monitor policies and procedures to ensure that all buildings and apartments owned, leased, or subsidized by the board or contract agencies meet licensing standards.

H. Assess and evaluate referrals to the board for involuntary commitments, as well as voluntary and involuntary admissions and discharges of individuals to state-operated public mental health hospitals.

I. Develop and monitor procedures to track the movements of consumers between more and less restrictive environments.

J. Assist in developing new programs or sunsetting existing ones to enhance services in the county.

K. Monitor all out-of-county Medicaid and non-Medicaid service delivery for Geauga County residents; address and resolve residency dispute issues.

L. Any other duties and responsibilities assigned by the Executive Director.

REQUIREMENTS

- Master's degree in a social service field preferred; bachelor's degree considered
- Excellent writing skills

Please submit a cover letter, current resume, and salary requirements by December 18, 2026, to:
Geauga County Board of Mental Health and Recovery Services
13244 Ravenna Road
Chardon, Ohio 44024
or via email to clakomiak@geauga.org
no phone calls