



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Utilization Manager

Job Information

Job Type: Full Time

Pay: \$17.31 per hour

Program: Clinical Administration

Location: Muscogee County

Posting Date: 1/7/2021

Application Deadline: Open Until Filled

Position Open to: All qualified applicants

***ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. ***

Submit Completed State of Georgia application to Recruiter:

New Horizons Behavioral Health
2100 Comer Ave
Columbus, Georgia 31904

Fax: (706) 596-5589

Email:
jobs@nhbh.org

Website: www.nhbh.org

Job Description

Under administrative direction, to plan, organize, and manage the utilization review program and related functions according to Georgia Department of Behavioral Health guidelines and standards; and to perform related duties as required.

Develops and administers P&P for utilization control of outpatient community based on services within the state of GA. Responsible for monitoring referral patters & making recommendations to Program Coordinator. Prepares statistical and narrative reports and trains professional clinic and program staff. Responsible for eligibility determination component of GA DBHDD driven Provider Manual. Responsible for the maintenance of good community relationships with providers who provide services to PHD patients

Minimum Qualifications:

Master's degree in a helping profession such as Counseling, Psychology, Social Work

Preferred Qualifications:

Two years of experience in the preferred area.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

NHBH does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL. APPLICANTS MUST MEET BOTH THE MINIMUM AND THE MAJORITY OF THE PREFERRED QUALIFICATIONS TO BE CONSIDERED FOR THIS POSITION.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.

This position is subject to close at any time once a satisfactory applicant pool has been identified.