



JOB DESCRIPTION: HomeSAFE Business Manager

Job Summary

The HomeSAFE Business Manager is responsible for all business aspects of the HomeSAFE Family Services (HomeSAFE) program performing Family Based Safety Services (FBSS), and operating out of the Pathways Youth and Family Services, Inc. (Pathways) office located in El Paso and Marfa, Texas. The Business Manager is responsible for contract, risk, facilities, financial, human resources and strategic management for the HomeSAFE program.

Responsibilities

General:

- Contributes to Pathways' mission, vision, and program philosophies by way of work product and professional behavior with both internal and external consumers
- Adheres to all current federal & state laws, including the safeguarding of confidential healthcare information and compliance with the Health Insurance Portability & Accountability Act (HIPAA)
- Maintains compliance with Texas Department of Family & Protective Services standards
- Adheres to the Pathways and HomeSAFE Policies and Procedures
- Reports immediately any suspected incidents of child abuse or neglect to his/her immediate supervisor and the Child Abuse Hotline
- Attends program and agency meetings
- Attends trainings related to the responsibilities of the position when possible/necessary

Primary Responsibilities:

- Understands and adheres to the terms and conditions of the FBSS contract between The Department of Family and Protective Services (DFPS) and Pathways.
- Works closely with HomeSAFE Executive Director and Pathways' CFO to ensure that the HomeSAFE program's business needs are met.
- Gathers data, prepares and submits weekly Daily Case Management (DCM) spreadsheet for creating authorizations for new client referrals and client discharges. Maintains a list of discrepancies and works with DFPS Contract Manager and Pathways staff to resolve efficiently and timely.
- Gathers data and prepares monthly DFPS DCM Prebill and submits to Pathways' Accountant for review and submission to DFPS Contract Manager.
- Ensures subcontractors submit documentation for provider background checks and verification of credentials. Performs background checks on subcontractors' providers and verifies credentialing documentation.
- Reviews monthly invoices and supporting documentation submitted by subcontractors and works with subcontractors to resolve. Communicates billing issues with Pathways' staff. Works with subcontractors and Pathways' staff to ensure invoices and documentation are submitted accurately.
- Creates and maintains contract binders for HomeSAFE's subcontractors to include documentation, invoices, background checks, agreements and amendments and provider certification documents.
- Prepares records and documentation for internal and external audits, and assists with documenting, monitoring, reporting and planning.
- Collaborates directly with local community stakeholders, subcontractors and DFPS Contract Manager to ensure all teams coordinate and collaborate for successful outcomes.
- Acts as a liaison for local community stakeholders, organizations and other entities to coordinate provider overview presentations.

- Assists Pathways' Accountant and CFO in preparing and submitting HomeSAFE Purchased Client Services (PCS) budget to DFPS Contract Manager.
- Tracks PCS monthly expenses and compares to annual PCS budget as submitted to DFPS. Reports this data to the Pathways' Accountant and CFO.
- Works closely with HomeSAFE Medicaid Specialist so he/she is able to perform their job efficiently and effectively to decrease PCS expenses and to improve the lives of HomeSAFE clients.
- Assists with the implementation of policies, procedures, manuals and plans for the HomeSAFE program.
- Ensures the El Paso and Marfa facilities are in good working order, and oversees facility maintenance and janitorial services, reports certain issues to landlord and ensures they are handled timely and oversees the work of outside vendors.
- Communicates and coordinates IT issues and needs with Pathways IT Manager.
- Collaborates with Pathways' Mosaic program and assists with planning, monitoring and reporting of HomeSAFE client referrals.
- Tracks issues related to DFPS contract and works with Pathways staff and DFPS Contract Manager to resolve.
- Manages all incoming and outgoing email sent to and from the HomeSAFE subcontractor email account. Ensures that all client documentation is uploaded to the client file maintained in the electronic records system.
- Other duties as assigned.

Supervisor: HomeSAFE Executive Director
Supervises: N/A
Work Hours: Works hours are Monday through Friday 8:00a.m.-5:00p.m. with the flexibility to work evenings and weekends to meet with HomeSAFE clients.
Classification: Exempt

Education & Experience

An accredited Bachelor's degree in Business Administration, and experience working in a business environment is preferred.

Knowledge, Skills, & Abilities

- Knowledge of business administration.
- Skill in effective verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Skill in problem solving techniques.
- Ability to operate a personal computer.
- Ability to travel as required.
- Ability to work more than 40 hours per week as required to complete tasks and agency goals.

Additional Requirements

This position may require use of the employee' personal motor vehicle to complete job functions. Applicants for positions must have a reliable motor vehicle and acceptable driving record for the past five years, and a current, valid Texas driver's license appropriate for the vehicle and passenger or cargo load. Applicants must provide proof of driving record, insurance and license.

- Three (3) employment references

- Cleared criminal background check and signed statement regarding felony indictments/convictions
- Cleared TB test results (current within 12 months prior to employment)
- Cleared drug screen

Physical Demands

These requirements are not exhaustive, and additional job related physical requirements may be added to these by agency programs on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations are possible. Physical Activities: He/she is frequently asked to stand, hear and talk; he/she is occasionally asked to climb. Physical Demands: The incumbent typically performs work that requires him/her to exert up to 20 pounds occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Visual Requirements: The incumbent must be able to see objects clearly at 20 inches or less, and at 20 or more feet. In addition, he/she must be able to adjust his/her eyes to bring objects into focus, distinguish colors, see objects in his/her peripheral vision, and see objects in three dimensions.

Working Conditions: He/she typically works in a mobile environment (the majority of work is performed outside of the office environment) and is exposed occasionally to adverse environmental conditions including, but not necessarily limited to, extreme heat, wetness and humidity, chemicals, close quarters, gases and heights.

Interview Requirements: Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.

DISCLOSURE STATEMENT

The above statements reflect the general details considered necessary to decide the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND THE REQUIREMENTS OF THE JOB.

Business Manager Printed Name

Business Manager Signature

Date

Chief Financial Officer Signature

Date