

# COOS HEALTH & WELLNESS DIRECTOR

COOS BAY, OREGON

**\$139,404 - \$169,644**

*Excellent benefits package, including employer-paid PERS retirement contributions; medical, dental, and vision insurance; life insurance; short- and long-term disability coverage; and generous paid leave, including vacation, sick leave, and 10 paid holidays.*

The Coos County Board of Commissioners is seeking an experienced leader to serve as the Director of Coos Health & Wellness.

As a vital community leader, Coos Health & Wellness delivers essential integrated behavioral health, physical, educational and community-based care through its behavioral health and public health programs. The Director will provide strategic direction, leadership and operational oversight for the organization, ensuring responsible stewardship of public resources and alignment with County priorities. The department has approximately 140 dedicated professionals and an annual operating budget of \$33.5 million.

This position requires a collaborative leader who will continue the strong partnerships established with County leadership, healthcare providers, and community organizations to ensure high-quality, accessible, and compliant health services that effectively meet the evolving needs of Coos County residents.

## Qualifications

- Bachelor's degree in Business, Health Care Administration, or related field and a minimum of 10 years of administrative experience OR
- Master's degree in Behavioral, Social, or Health Sciences and a minimum of 7 years of senior level leadership experience in health and human services, community health centers, and/or a mental health system.
- Experience in fiscal management of health care services, personnel and budget management, and alignment of resources with organizational goals.
- Advanced knowledge of applicable statutes, rules, and regulatory requirements governing community health, behavioral health, and addiction services, with the ability to ensure organizational compliance.
- Preference may be given to candidates with CCO and CCBHC Operations experience



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**Visit:** <https://co.coos.or.us/human-resources>

**More Info:** Caroline Morgan, Coos County HR Manager  
<mailto:cmorgan@co.coos.or.us> 541-396-7580



- Works closely with Certified Behavioral Health (CCBHC) Advisor Board on operations, strategy, and policies.
- Serves as the HIPAA Compliance Officer for the department in addition to the County Legal Counsel.
- Directs the development and oversight of the department's annual budget in collaboration with the Behavioral Health Director, Public Health Director, and Finance Director, ensures sound fiscal management across multiple funding sources, including local, state, federal, and grant funds; and negotiates program funding with state agencies and Coordinated Care Organizations.
- Ensures compliance with applicable Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR), and County policies; maintains adherence to all regulatory and accreditation standards.
- Provides leadership and oversight for continuous quality improvement initiatives and performance management systems.
- Establishes and oversees the department's organizational structure in collaboration with the County's HR Department, including hiring, supervision, performance evaluation, employee issues, union matters, and development of division directors and staff; ensures effective workforce planning and leadership development.
- Builds and maintains strategic partnerships with community organizations, advisory boards, and governmental entities; represents CHW in local, regional, and state forums; and oversees the development of required plans and reports.
- Ensures the collection, analysis, and reporting of health data and program outcomes in compliance with statutory, regulatory, and funding requirements.
- Provides leadership and subject matter expertise in the development of policies and legislative initiatives related to public health, behavioral health, and human services; collaborates with the Oregon Health Authority, Coordinated Care Organizations, and other state partners.
- Serves on the Advanced Health Board of Directors and participates in local and regional health boards to promote integrated service delivery.
- Promotes a safe, healthy, and compliant environment for clients and staff by establishing and adhering to departmental policies and procedures in addition to the County's procedures.
- Represents CHW to community groups, stakeholders, and the public; communicates program goals, services, and outcomes to both professional and lay audiences.

7. **Supervision.**

Works under the general supervision of the Board of Commissioners. Responsible for oversight and direct supervision of executive team of division Directors.

8. **Working conditions of position.**

May require some evening and weekend work, infrequent in-state travel (both on a day and overnight basis). Must be able to respond to and direct Public or Mental Health emergency operations.

Position is located at Coos Health & Wellness building, 281 LaClair, Coos Bay, OR 97420. Normal office hours of Monday through Friday from 8:00 am to 5:00pm. Position may require some stooping, bending, reaching, and lifting of stacks of files (up to 40 pounds.) The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

9. **List required special skills, licenses, certificates, etc.**

- Bachelor's degree or higher in Business, Health Care Administration, or a related field with a minimum of ten (10) years of progressively responsible administrative experience; OR Master's degree in behavioral, social, or health sciences with a minimum of seven (7) years of administrative leadership experience in health and human services, community health centers, and/or a mental health system; OR Any equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position.

- In-depth knowledge of community health and behavioral health systems, including service delivery models and organizational best practices.
- Preference may be given to candidates with CCBHC operations experience; knowledge of Oregon's CCO model, Medicaid and Oregon's Medicaid managed care Oregon Health Plan.
- Familiarity with HIPAA compliance regulations desirable.
- Demonstrated senior-level leadership experience in health and human services, including organizational development, program oversight, and personnel management.
- Proven experience developing, implementing, and overseeing operational policies, procedures, and systems.
- Extensive experience in contract development and administration, including negotiation, implementation, and performance monitoring.
- Strong ability to build and sustain collaborative relationships with community health leaders, contractors, and State and County partners.
- Advanced knowledge of applicable statutes, rules, and regulatory requirements governing community health, behavioral health, and addiction services, with the ability to ensure organizational compliance.
- Demonstrated expertise in fiscal oversight, including the design and implementation of financial systems, budget management, and alignment of resources with organizational goals.
- Exceptional analytical and problem-solving skills, with the ability to evaluate complex issues and develop effective, practical solutions.
- Excellent written and verbal communication skills, including public relations, stakeholder engagement, and external communications.
- Ability to plan, direct, and coordinate health care systems and departmental operations in collaboration with governmental and community organizations.
- Strong organizational and time management skills, with the ability to prioritize and work independently in a dynamic environment.
- Experience with data collection, performance measurement, and quality improvement initiatives.
- Proficiency in computer systems and applications relevant to the role.
- Ability to travel regularly within the county, and occasionally out of state, and to attend meetings and conferences as required.

10. Is operation of motor vehicle required? Yes  No

11. **List equipment, tools, machines used in performance of duties.**

Must be skilled in use of current computer and software technology, telephone, copy machine, and other general office machines such as personal computer, laptop, calculator, recording equipment, projector, Zoom. Must be familiar with Microsoft Office Suite and Windows operating systems, Excel, and Access.