

Release Date: 11/19/2018

Number: 18-11-01

Service Needed: Clinical Director

About Neighborhood House

Neighborhood House is one of the oldest social service agencies in the Puget Sound region and has a long history of working with King County's immigrant, refugee and low-income communities. Our mission is to partner with diverse individuals and families to build community and achieve their goals for health, education and self-sufficiency. Last year, Neighborhood House served over 14,000 individuals of all ages through programming in the areas of early childhood education, youth development, family & social services, employment & adult education, housing stability and community health.

The purpose of Neighborhood House (NH)'s Project HANDLE – Navigation is to provide prevention and treatment services for HIV/Viral Hepatitis, mental health and co-occurring disorders (substance abuse and mental health) focusing on U.S. and foreign-born Black/African-American, Hispanic/Latino adults in Seattle and King County. Our primary populations of focus are U.S. and foreign-born Black/African-American and Hispanic/Latino adults who are male, female, transgender, heterosexual, MSM, and/or bisexual.

Scope of Work:

Oversee Training, Quality, and Administration of Health Services

- Provide care coordination, case review, and alignment of services/referrals between Neighborhood House, Navos and other providers.
- Review for proper documentation of health services.
- Review process and procedures for compliance with mental health and COD policies, reports, rules and regulations.

Consult and Support Implementation of Evidence Based and Trauma Informed Services

- Provide consultation on evidence-based HIV/viral hepatitis, mental health and COD services that may include, but not limited to:
 - Integration of HIV and hepatitis prevention services (e.g., screening, risk assessment, prevention counseling, rapid testing, PrEP/PEP counseling, hepatitis vaccination) within a behavioral health care setting.
 - Evidence-based mental and substance use disorder treatment and practices that are trauma-informed and recovery-oriented. Peer support services must be provided by Neighborhood House and Navos. (i.e. peer support services, peer training offered (formal/informal); type of training certification peers will possess; peer supervision structure; and the manner in which peer support services will be evaluated and measured).
 - Outreach strategies to inform individuals of available behavioral health services, and HIV and hepatitis primary care and prevention services.

- Case management services to coordinate all aspects of care, including behavioral health, primary care health, and HIV and hepatitis treatment, and other supportive services (e.g., housing, benefits, and employment).
- Develop timelines, procedures and activities to meet program goals.

Program Evaluation and Monitoring

- Support to ensure accurate tracking and reporting of program services for participants.
- Support research and evaluation activities including interviews, focus groups, surveys and program reporting. Maintain research protocols and verify accuracy of research study data.
- Support in developing program reports for funders and NH.

Support Resource Development, Training and Technical Assistant

- Attend mental health/COD and NH meetings, partner agencies and community meetings as needed.
- Provide technical assistance to Project HANDLE staff, service providers, evaluators, partners and other consultants as appropriate.

Medical Administrative:

- Provide oversight and license to Medical Assistant Registered (Community Health Associates II, Coordinator and Supervisor), and act as medical consultant in Neighborhood House programs including HIV Counseling, Testing and Referral program, Hepatitis screening, testing and vaccination.
- Monitor and review HIV/Hepatitis client charts to ensure appropriate care and documentation, and appropriateness of referral services for clients and their partners.
- Design and update HIV/Hepatitis testing and counseling program protocols following SAMHSA, CDC, Washington State and other guidelines for HIV/Hepatitis testing.
- Act as medical director for the CLAI waiver application, certification of staff as Medical Assistant Registered through the Washington State Department of Health and conduit between state labs and other medical institutions related to rapid HIV/Hepatitis testing and counseling as needed.
- Provide training to staff as appropriate to comply with SAMHSA, King County, Washington State, and CDC regulations to deliver services related to HIV and viral Hepatitis.

Time Period: Though 9-29-2022. NH anticipates using the services of the vendor(s) selected through this bid through the date shown above. NH reserves the right to re-bid services for any reason prior to this date and makes no promises regarding minimum levels of services or products that will be purchased through this RFQ.

- **Required:** Must be a physician licensed to practice in Washington State who is board certified. Understanding of clinical process, utilization management and quality assurance. Ability to collaborate and provide leadership to multi-disciplinary staff, medical, and primary care staff. Pass Criminal Background Check.



Desired: Knowledge of HIV/Viral Hepatitis, mental health and addiction treatment, general psychiatry and behavioral healthcare. Prefer two years clinical or research experience in mental health, substance abuse and HIV/Hepatitis fields. Experience working with ethnically diverse low income populations. Salary Rate Negotiable.

Evaluation Criteria

- Meets Qualifications.
- Level of Experience
- Availability.
- Cost/Rate for Services.

Questions

- Please contact Warya Pothan at (206) 571-4662 cell or (206) 461-4554 Ext 4113 or by email at waryap@nhwa.org

What to Include in Submissions

- Description of Experience and Availability
- Rates: Price per Hour
- Provide Proof of Registration/License/Certification to practice in the State of Washington
- Copy of Minority Mental Health Specialist Certification (if applicable)
- Provide Proof of Current Professional Liability Insurance
- Others materials: Bidders discretion.

Submission Close Date: 12/5/2018

- Email submissions to: anhthun@nhwa.org
or fax to (206) 666-5039, Attention: Anhthu Nguyen