INTERNAL/EXTERNAL POSTING

POSITION OPENING

Contract Manager

(Administrative Services - Echols Location)

VACANT POSITION AVAILABLE: **Contract Manager**

MINIMUM REQUIRMENTS: Bachelor's degree in a business field required. Four years of work experience, with at least two years of accounting experience preferred. Proficient in the use of Microsoft Office products, specifically Word and Excel. Strong ability to communicate clearly and effectively with all levels of internal/external customers, vendors, staff, and management. Attention to detail is a must. Valid driver's license and verification of vehicle insurance coverage required.

JOB RESPONSIBILITIES: Responsible for the development and management of all contracts in coordination with CFO/COO/CEO. Monitor contracts for compliance with contract provisions. Maintain accurate and comprehensive contract files. Follow up on contract concerns as identified and requested. Prepare contract documents for new contracts and renewals. Perform contract monitoring and compliance with provider agencies. Responsible for contracted personnel licensure verification, privileging and credentialing. Produce work that is high in quality and produced to meet established deadlines. Demonstrates knowledge of and actively supports culturally competent, recovery-based practices.

POSITION TYPE: Full Time; Hourly

RATE OF PAY: $21.22 - $28.66 per hour

IF INTERESTED: Submit resume and letter of application to: Human Resources Supervisor, c/o: Tuscola Behavioral Health Systems, 323 N. State St, Caro, MI 48723, www.tbhsonline.com, EOE

APPLY ONLINE:

APPLICATION DEADLINE: Open until position is filled.

POSTING DATE: March 9, 2026