



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## VACANCY ANNOUNCEMENT

**POSITION TITLE:** MAT PROGRAM COORDINATOR

**SUPERVISOR:** BEHAVIORAL HEALTH MANAGER

**OPEN:** UNTIL FILLED

**SALARY:** \$25.00 HOURLY 1 FTE

**REPRESENTATIVE DUTIES INCLUDE:** This position includes responsibilities associated with serving as the Program Coordinator for the Skokomish Tribe's new Medication Assisted Treatment (MAT) Program. The role as the MAT Program Coordinator is to orient, enroll, educate, and coordinate MAT services to eligible patients. This role also participates in case management activities, planning, and coordination of all physical, behavioral, and support services for patients, while providing outreach, education, and prevention activities. The MAT program coordinator is responsible for documentation and communication in the Clinic's Electronic Health Record (EHR) and assisting patient care as needed

### **MINIMUM QUALIFICATIONS:**

1. High School diploma or a GED.
2. Current or ability to obtain Agency Affiliated license through Department of Health
3. Knowledge and proficiency working in an EHR.
4. Able to work in a team environment and have varied hours when necessary to accomplish the department's goals.
5. Possession of a valid First Aid/CPR Card or ability to obtain certification within 30 days after beginning employment
6. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
7. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
8. Must be able to work in a team environment.
9. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

**This position is at will and does not create a contractual relationship between the tribe and the employee.**

**MUST RECEIVE APPLICATIONS: Open Until Filled** The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: \_\_\_\_ Date: \_\_\_\_\_

10/3/2024