



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

POSITION: MAT PROGRAM COORDINATOR

SUPERVISOR: BEHAVIORAL HEALTH MANAGER

SALARY: \$25.00 HOURLY 1 FTE

NATURE OF WORK: 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

REPRESENTATIVE JOB DUTIES:

1. Coordinates with patients identified within the EHR as either currently accessing MAT services or seeking to start or resume MAT.
2. Coordinates with clinic behavioral health/SUD and medical providers to provide MAT services.
3. Assists in scheduling MAT patients for clinical visits, mental health visits, group visits and telehealth visits as appropriate and in a manner to maintain patient continuity.
4. Works with Substance Use Disorder Counselor and providers to educate patients in groups or individually on the hope and principles of recovery, the nature of the disorder, medications prescribed and similar.
5. Provides social support navigation for MAT patients, included but not limited to; coordination with clinic staff to assist with completion of benefits applications, support system navigation, referrals and complementary treatment services when needed.
6. Provides direct non-clinical program support and administrative services to the MAT providers.
7. Provides follow up calls in coordination with clinic medical providers and clinic staff, acts as a liaison with specialty clinics, addresses and works to resolve patient concerns or barriers to treatment plan adherence, and provides linkage to appropriate community resources.
8. Documents all patient care activity; enters information into the appropriate system and maintains the MAT patient registry.
9. Communicates with patients, pharmacies, providers, specialists, laboratory, and other patient care team members and enters documentation in the EHR and Quest Labs portal.
10. Orders supplies and other items as directed following clinic protocols which include communication with Health Department staff, tracking and auditing of orders and problem-solving as needed for emergent supply needs.
11. Track necessary client laboratory specimens by coordinating with medical staff, ensuring required forms are completed and documenting activities in EHR/Quest promptly and accurately.
12. Other duties as assigned.

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. Must be able to work in a team environment.
8. Strong organizational, communication and interpersonal skills preferred.
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.

PREFERRED:

1. Experience working in a MAT Program.
2. Experience providing substance use disorder treatment.
3. Social work experience.
4. Experience conducting outreach, education, and prevention activities.
5. Experience maintaining patient registries and collecting data.
6. Understanding of and sensitivity to the problems faced by the Native American community.

Behavior 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.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

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

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____