



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/MEDICAL ASSISTANT

SUPERVISOR: BEHAVIORAL HEALTH SUPERVISOR

SALARY: \$27.00 HOURLY 1 FTE

NATURE OF WORK: This is a dual role position that includes responsibilities associated with serving as the Program Coordinator for the Skokomish Tribe's Medication Assisted Treatment (MAT) Program and Medical Assistant. 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, working closely with medical providers in the delivery of MAT services to patients, while providing outreach, education, and prevention activities. The role as Medical Assistant is to support providers by gathering vital information required to deliver quality care to MAT patients while performing direct patient care activities, commensurate with their license in a patient centered clinical team. Both roles are responsible for documentation and communication in the Clinic's Electronic Health record (EHR) and assisting in MAT patient care.

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, laboratories, and other patient care team members and enters documentation in the EHR and Quest Labs portal.
10. Participates in patient-centered, team-based care. This includes pre-visit preparation for preventative screenings and immunizations, tracking labs, imaging, and specialty care visit results, and participation in the daily team huddles, care coordination, and quality improvement activities.

11. Fully supports all MAT patient visits by completing any pre-visit paperwork, greeting patients, assessing visit information for provider use, reviewing recent social and medical history, and are knowledgeable of any other medical or social service involvement outside of our clinic.
12. 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.
13. Collects, labels and processes laboratory specimens ensure required forms are completed and documentation in the EHR/Quest is entered promptly and accurately.
14. Administers immunizations or other therapeutic agents as ordered by providers.
15. Works under the direction of a provider to deliver care based on visit type and standing orders.
16. Provides administrative support to the Behavioral Health department through coordination of care and external referrals for behavioral health clients, updating records in the EHR, and outreach to other tribal departments and community/agency resources.

QUALIFICATIONS:

1. High School diploma or a GED.
2. Currently credentialed in Washington State as a Certified Medical Assistant (CMA).
3. Minimum of one year's experience of clinical duties, preferably in a clinical primary practice setting including pediatrics, assisting with minor procedures, immunization administration, injections and medications or equivalent work.
4. Knowledge and proficiency with working in an EHR.
5. Able to work in a team environment and have varied hours when necessary to accomplish the department's goals.
6. Possession of a valid First Aid/CPR card or ability to obtain certification within 30 days of beginning employment.
7. Valid driver's license and a driving record eligible for the Tribe's automobile insurance.
8. Must be able to work in a team environment.
9. Strong organizational, communication, and interpersonal skills.
10. Ability to pass a pre-employment drug screen and background investigation, including relevant criminal history, prior to employment.

PREFERRED:

1. Prior experience working in a MAT Program.
2. Experience working with providers who treat substance use disorders.
3. Care coordination experience and knowledge of local social service agencies.
4. Experiencing planning and conducting outreach, education, and prevention activities.
5. Experience maintaining patient registries and collecting data.
6. Understanding of and sensitivity to the problems faces 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. Have a good relationship with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrate 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 may require 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

1. Application filled in completely (do not write see resume)
2. Cover letters identify why you feel you are qualified for this position
3. Current resume and three work related references

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____