



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT: May 12, 2021

CLOSING DATE OF ANNOUNCEMENT: Until Filled
First Cut-Off Date May 21, 2021
Second Cut-Off Date June 4, 2021
Third Cut-Off Date June 18, 2021

POSITION TITLE: Medical Assisted Treatment (MAT)/
Care Coordinator

SUPERVISES: No

STARTING SALARY: \$26.14 to \$32.67 depending on experience

GRADE: 13

FLSA STATUS: Non-Exempt

NUMBER OF POSITIONS: 1

STATUS: Permanent

HOURS: Full Time

BENEFITS: Highly competitive package **See below*

SUBJECT TO P.L. 101-630: Yes This position works with and
around our children and youth and is
therefore subject to P.L. 101-630.

GENERAL STATEMENT OF RESPONSIBILITIES:

The **MAT Program/ Care Coordinator** is responsible for collaborating with all Lassen Indian Health Center (LIHC) Medical and Behavioral Health Providers, Substance Use Disorder Counselor, Wellness Program Coordinator other staff to improve outcomes for our patients with Opioid Use, Stimulant Use and often related other Substance Use Disorders. Specifically, the MAT Program/ Care Coordinator oversees the LIHC MAT Program and is responsible for maintaining excellent compliance to the SAMHSA Tribal Opioid Response (TOR) grant and the Sierra Health Foundation Partnership grant with Plumas County Public Health in terms of grant deliverables.

SPECIFIC AREAS OF RESPONSIBILITIES:

Medications for Addictions Treatment (MAT) Program Duties:

- Develops MAT program utilizing evidence-based, culturally-centered best practices including: Admission, patient pathway of care, staff workflows, case management needs, and community collaborations

- Collaborate regularly with MAT team: Clinic Manager/RN/ Tribal Opioid Response (TOR grant Program Director, providers, Substance Use Disorder Counselor and Wellness Program Coordinator to fulfill TOR goals and objectives and with Plumas County Public Health Agency on mutual goals related to the Sierra Health Foundation Low-Barriers Opioid Treatment at Syringe Services Program grant.
- Coordinates all LIHC departments and multi-disciplinary MAT staff for effective clinic and MAT team care collaboration. Includes reception, billing, medical records, dental, pharmacy, community health and all departments.
- Provide support for waived providers.
- Oversee updating education and information for client reception, schedulers and call center for MAT-specific scheduling.
- Work with pharmacy to maintain availability of buprenorphine/ naloxone, naltrexone, and naloxone opioid overdose reversal.
- Develop and implement best practices for patient care including: Pilot phase of developing weekly Induction Clinics, Weekly Refill/Stabilization groups and weekly multi-disciplinary patient case reviews.
- Develop Curriculum and Group format for Refill/Stabilization groups.
- Submits statistical data collection including monthly/quarterly reports with number of participants. TOR deliverables including CSAT GPRA requirements.
- Oversees and completes all other MAT/SUD grant deliverables such as Low Barrier Opioid Treatment at Syringe Services and culturally-centered MAT care (MAT Access points Tribal MAT 2.0 grant).
- Maintain compliance with all state and federal laws and regulations, as they pertain to position including HIPAA, Scope of Practice, Accreditation Standards, OSHA and the Tribe's Policies & Procedures.
- Coordinate as needed the building of EHR templates for MAT/SUD program
- Maintains consistent quality measures per LIHC QI standards.
- Other duties as assigned.

Case Management Duties:

- Provide case management - collaborate with and under supervision of all LIHC providers to improve outcomes for our patients with substance use disorders. This includes assessing need for medication protocols, setting up patient counseling, and accessing community resources.
- Develops the initial Individual Plan of Care
- Networks and liaisons with outside providers and services such as hospitals, treatment programs, law enforcement, probation, and schools.
- Care coordination with Behavioral Health, and SUD Recovery Support.
- Care coordination for all AI/NA patients with all available culturally-centered services.
- Community referrals to all agencies involved with providing care for LIHC patients with opioid and substance use disorder.
- Develop and maintain an MAT/SUD comprehensive referral to treatment packet. This packet should include handouts with all pertinent information on how to access detox/stabilization and in-patient or outpatient treatment.

- Monitors the provision and quality of services provided to the client/family and is the liaison when new service/resources need to be sought or developed.

Syringe Services Program (SSP) Duties:

- Coordinate and collaborate with Plumas County Public Health Agency's SSP staff for technical assistance for best practices in SSP/Harm Reduction
- Develop policies and procedures for the operation of the SSP at LIHC.
- Coordinate with LIHC physicians and pharmacist to obtain SSP authorization.
- Develop educational materials on the program and its benefits.
- Maintain regular hours of operation for SSP.

SPECIFIC AREAS OF RESPONSIBILITIES IN LASSEN COUNTY/ OUTREACH:

Outreach/ Harm Reduction Duties:

- Collaborates with other health programs and organizations to build partnerships for Harm Reduction and increase referrals to the LIHC's SSP/MAT Program
- Conduct outreach to Lassen County residents to destigmatize a harm reduction approach
- Conduct outreach to residents that use drugs, to recruit participation in the LIHC's SSP/ MAT program.
- Collect demographic from participants/clients to better understand the needs of those who use drugs in Lassen County/ Needs Assessment
- Survey clients to assess program quality and effectiveness. Adapt policies when needed.
- Assist clients interested in treatment to schedule inductions into LIHC MAT.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Ability to interview and assess patients, using appropriate assessment tools, and observe, record and report on the individual's functioning.
- B. Ability to communicate in a compassionate and professional manner with all patients and families.
- C. Ability to interact effectively with all members of the healthcare team.
- D. Ability to utilize multiple technologies for gathering data to meet required measures and to evaluate outcomes of specific programs.
- E. Knowledge of and experience working with patients with substance use disorders

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass P.L. 101-630 background check **OR** pre-employment background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. Bachelors Degree in any subject.
7. Three (3) to five (5) years of similar or related experience.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: the work requires minor physical exertion, such as short periods of standing, walking over rough uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping alternating with the lighter activities. Job requires minimal agility and dexterity.

2. WORKING ENVIRONMENT: Regular exposure to unfavorable environments such as weather, body fluids, toxic laboratory, and industrial chemicals, or confined, dirty and noisy locations. Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

- | | |
|-----------------------------|---|
| 1 st Preference: | Enrolled member of a Federally Recognized Tribe. |
| 2 nd Preference: | Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card. |
| 3 rd Preference: | All other applicants. |

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to ramador@sir-nsn.gov or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.