



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

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	July 24, 2025
First Closing Date:	August 8, 2025
Second Closing Date:	August 22, 2025 or UNTIL FILLED
POSITION TITLE:	TOR MAT Program Coordinator (TMPC)
SUPERVISES:	No
STARTING SALARY:	\$30.52 - \$38.16 Depending on Experience
GRADE:	14
FLSA STATUS:	Exempt
NUMBER OF POSITIONS:	1
STATUS:	Grant Based (See Below)
HOURS:	Full Time
BENEFITS:	Highly competitive package <i>*See below</i>
SUBJECT TO P.L. 101-630:	Yes

This position is grant funded for five (5) years. Continued employment is contingent upon renewed grant funding.

GENERAL STATEMENT OF RESPONSIBILITIES:

The Tribal Opioid Response (TOR) Medications for Addiction Treatment (MAT) Program Coordinator (TMPC) is responsible for collaborating with all Lassen Indian Health Center (LIHC) medical and behavioral health providers, substance use disorder counselors, the wellness program, and other community partners and staff to enhance outcomes for patients with opioid use, stimulant use, and related substance use disorders. The TMPC oversees the LIHC MAT Program ensuring its effectiveness and maintaining excellent compliance with the SAMHSA TOR grant and its deliverables. Additionally, the TMPC is responsible for grant compliance, budgeting, and reporting to ensure proper financial and regulatory management of the program.

SPECIFIC AREAS OF RESPONSIBILITIES:

Medications for Addictions Treatment (MAT) Program Duties:

- Develops the MAT program utilizing evidence-based, culturally centered best practices, including patient admission, pathway of care, staff workflows, case management needs, and community collaborations for referrals and public awareness.

- Collaborates and coordinates with the MAT team, including the Clinic Manager, Doctorate Nurse Practitioner (DNP), Social Services Director (for the TOR grant), Substance Use Disorder Counselor, and Wellness Program.
- Assists with the updating of education and information for clients with clinic reception, schedulers, for MAT specific scheduling.
- Assists with development and implements of best practices for MAT patient care, including weekly induction clinics, weekly refill/stabilization groups, and weekly multi-disciplinary patient case reviews.
- Assists with the development of TOR curriculum and group formats for Refill/Stabilization for MAT clients.
- Submits statistical data collection, including monthly/quarterly reports on the number of participants and TOR deliverables, including CSAT GPRA requirements.
- Maintains compliance with all state and federal laws and regulations, including HIPAA, Scope of Practice, Accreditation Standards, OSHA, and the Tribe's Policies & Procedures.
- Maintains consistent quality measures per SIR Social Services Department /LIHC QI standards.
- Collects demographic information from participants/clients to better understand the needs of those who use drugs in Lassen County/ Needs Assessment.

Case Management Duties:

- Provides case management by collaborating with and under the supervision of the Social Services Director to improve outcomes for clients with substance use disorders. This includes assessing the need for medication protocols, setting up patient counseling referrals, and accessing community resources.
- Develops the initial Individual Case Plan.
- Networks with outside providers and services such as hospitals, treatment programs, law enforcement, probation, schools, and other tribal and community agencies.
- Coordinates care with Lassen County Behavioral Health and Mental Health services.
- Coordinates care for all American Indian/Native American (AI/NA) patients with available culturally centered services.

- Makes community referrals to agencies involved in providing care for social services patients/participants with opioid and substance use disorders.
- Develops and maintains a comprehensive MAT referral-to-treatment packet, which should include handouts with all pertinent information on how to access detox/stabilization, as well as inpatient or outpatient treatment.
- Monitors the provision and quality of services provided to clients and families, acting as a liaison when new services or resources need to be sought or developed.
- Assists MAT patients with scheduling appointments.

Syringe Services Program (SSP) Duties:

- Coordinates and collaborates with Lassen County Behavioral Health Agency's staff for technical assistance for best practices in Harm Reduction.
- Develops policies and procedures for the operation of the TOR Grant at SIR Social Services Dept/LIHC.
- Develops educational materials about the program and its benefits.
- Maintains regular hours of operation for Social Services.
- Performs other duties as assigned.

Outreach/Harm Reduction Duties:

- Conducts outreach to Native American residents of Lassen County to destigmatize harm reduction approaches.
- Conducts outreach to residents that use drugs, to recruit participation in the SIR Social Services Department/LIHC's MAT program.
- Surveys clients to assess program quality and effectiveness. Adapt policies when needed.
- Assists clients interested in treatment to schedule inductions into SIR Social Services Department/LIHC MAT.
- Attends and actively participates in events with local partners, coordinating activities to raise awareness and reduce the stigma that interferes with recovery.

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 evaluate outcomes of specific programs.
- E. Knowledge of and experience collaborating with patients with substance use disorders.
- F. Awareness of tribal history and historical trauma.

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.
- 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. BS or BA Degree in Social Science Behavioral Health.
- 7. Three (3) to five (5) years of similar or related experience.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.

2. WORKING ENVIRONMENT: Regular exposure to favorable conditions such as those found in a normal office

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:

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| 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; eligibility for annual merit increases; sixteen 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. Resumes in addition to the Application is encouraged but not mandatory.

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. **In additional we encourage you to provide a statement on how you meet each Minimum and Additional Qualifications 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 wbrown@sir-nsn.gov or faxed to [530-251-1895](tel:530-251-1895) 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.