



Job Title: Opioid Treatment Program Director
Department: OTP
Reports to: Health and Wellness CEO
FLSA Status: Exempt
Salary Grade: \$87,796.80 – \$131,705.60
Location: Eugene-Springfield

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Health and Wellness CEO, the OTP Director is responsible for overseeing the effective management and administration of the Opioid Treatment Program (OTP). This position plays a critical role in ensuring the delivery of high-quality care to individuals with opioid use disorder while adhering to all regulatory and compliance requirements. The OTP Director is accountable for program operations, staff management, and the development and execution of policies and procedures. The OTP Director will ensure that the Opioid Treatment Program operates smoothly and in compliance with federal, state, and organizational guidelines.

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Day-to-day business operations and management of the program
2. Provide leadership and strategic direction to the OTP program.
3. Recruit, hire, and manage program staff, including physicians, counselors, nurses, and support personnel.
4. Provide supervision and guidance to staff members to support their professional development and ensure optimal patient care.
5. Oversee the provision of evidence-based treatment, including medication-assisted treatment (MAT), counseling, and support services.
6. Monitor the clinical quality of services and implement improvements as needed.
7. Provide direct supervision and support to the OTP counseling staff. (Onboarding, role-specific training, weekly team meetings)
8. Provide oversight of authorization and clinician productivity via data collection/outcome tracking.
9. Works in collaboration with the OTP Medical Director and Nursing programs to ensure the service is delivered by an interdisciplinary team of professionals, trained in the treatment of opioid use disorders.
10. Manage the program's budget, including revenue, expenses, and financial reporting.
11. Identify opportunities to optimize financial resources while maintaining quality care.
12. Foster positive relationships with the local community, stakeholders, and partners.
13. Address community concerns and collaborate with relevant organizations to support program goals.
14. Develop and implement emergency preparedness plans and response procedures for the program.
15. Oversee the safety and security of the facilities, patients, and staff.
16. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting, raising, or lowering objects, climbing or balancing, stooping, kneeling, crouching, or crawling, and occasionally requires lifting up to 25 pounds. Work is generally performed in a medical clinic or office setting. Work involves exposure to hazardous materials, high risk/dangerous situations, infectious disease, dust, fumes, and allergens. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to proofread documents and working knowledge of technical report writing.
4. Working knowledge of paperless record retention system.
5. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
6. Working knowledge of accounting principles.
7. Ability to make decisions independently in accordance with established policy and procedures.
8. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
9. Ability to negotiate and monitor contracts for services in accordance with the Tribe's Fiscal Ordinance.
10. Ability to work with mathematical concepts such as basic arithmetic.
11. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
12. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
13. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
14. Understanding of HIPAA (the Health Insurance Portability and Accountability Act) and 42-CFR Part 2 (Confidentiality of Substance Use Disorder Patient Records), as the records governed by KWC are very confidential and sensitive.
15. Familiarity with CARF (Commission on Accreditation of Rehabilitation Facilities) accreditation.
16. Understanding of Medication Assisted Treatment best practices. Opioid Treatment Program knowledge preferred.

QUALIFICATIONS

- A. The OTP Program Director must have one of the following Education and work history qualifications at the time of hire and continuously throughout employment as the OTP Program Director:

1. Five years of paid full-time experience in the field of substance use treatment, including experience in an OTP with at least one year in a paid administrative capacity; **or**
 2. A Bachelor's degree in a relevant field and four years of paid full-time experience in the field of alcohol and drug treatment, including experience in an OTP with at least one year in a paid administrative capacity; **or**
 3. A Master's degree in a relevant field and three years of paid full-time experience in the field of alcohol and drug treatment, including experience in an OTP with at least one year in a paid administrative capacity.
- B. Certification or license in addiction counseling or possess a current license as a health or allied provider issued by a state licensing body preferred.
 - C. Experience working in a Tribal Health setting preferred.
 - D. Five years' experience in the field of alcohol and drug treatment, with some experience preferably in direct Opioid Treatment Programs required.
 - E. Knowledge and experience in various essential job functions, such as staff supervision, using The ASAM Criteria, treatment planning, case management, and counseling.
 - F. Program Manager must demonstrate competencies through their conduct and adherence to program policies and procedures.