



THE COQUILLE INDIAN TRIBE
Ko-Kwel Wellness Center

Job Title: OTP Care Coordinator
Department: Ko-Kwel Wellness Center
Reports to: OTP Director
FLSA Status: Non-Exempt, Full-Time
Hiring Range: \$22.90 – \$27.48
Location: Eugene, Oregon

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

The OTP Care Coordinator provides services to Native American and non-Native American patients and clients receiving treatment through the Ko-Kwel Wellness Center Opioid Treatment Program (OTP). Working with patients and clients diagnosed with substance use disorders and co-occurring mental health conditions, the OTP Care Coordinator delivers evidence-based services in both individual and group settings in accordance with program standards. This position functions under the clinical supervision of a Mental Health Professional.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Collect and compile information for assessing client functioning and goals.
2. Provide skill training for patients and clients, including individual and group education, to build skills for health, improved functioning, budgeting, time management, organization, job skills, stress management, assertiveness, conflict resolution, vocational goals, or other patient-identified goals.
3. Act as a liaison as needed with KWC clinics and other community agencies.
4. Provide case management services for patients and clients based on needs identified in the individualized treatment plan, including connecting patients and clients to internal and external resources and supporting continuity of care.
5. Assist individuals with identifying, applying for, and maintaining eligibility for public benefits when necessary.
6. Collect and compile information to assist patients and clients in obtaining housing and/or employment as identified in a comprehensive service plan.

7. Coordinate care and services with the KWC treatment team, employers, job coaches/developers, advocates and others.
8. Advocate for individuals to obtain needed resources.
9. Coordinate with community housing agencies to assist patients and clients with substance use disorders or mental health conditions in accessing housing resources.
10. Pursue continuing education to stay current with best practice standards.
11. Provide follow-up to patients and clients in person or by phone.
12. Participate in outreach activities necessary to offer services and engage participation in a non-coercive manner.
13. Provide educational information and materials to patients and clients regarding available services in the community and how to appropriately access them.
14. Maintain all client documentation in accordance with program standards and funding requirements, and submit billable services through the electronic health record (EHR), as applicable.
15. Demonstrate communication and conflict management skills.
16. Attend care team meetings, team huddles and other relevant meetings.

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

PHYSICAL REQUIREMENTS

This position requires the ability to manage stressful situations that are often part of mental health treatment provisions. Treatment activities will include facilitating and participating in a variety of outdoor treatment activities with moderate to challenging physical demands. Office work is primarily sedentary, although walking, bending, lifting packages, and working in small-enclosed areas will be involved. This position will occasionally travel to other locations to provide outdoor or community-based activities and/or provide service to patients and clients in their own homes.

The individual must be able to perform the physical requirements of the position, with or without reasonable accommodation, in a safe, efficient, and accurate manner that does not pose a significant risk to the health or safety of themselves or others.

KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills, and abilities necessary to perform the essential functions of the position as described, with or without reasonable accommodation. Equivalent combinations of education, training, and experience that demonstrate these competencies may be considered.

1. Knowledge of principles and techniques of individual and family interventions.
2. Knowledge of community structure, values, and culture of the population served.
3. Knowledge of principles and techniques of basic interviewing and assessment skills.
4. Knowledge and skills in crisis intervention.
5. Knowledge of community resources.
6. Ability to maintain effective working relationships with patients, clients, families and with other staff members of KWC.
7. 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.

REQUIRED QUALIFICATIONS

1. Certification as a Certified Behavioral Health Aide, Certified Alcohol and Drug Counselor, Certified Recovery Mentor, or Qualified Mental Health Associate is required.
2. One year of related behavioral health or substance use disorder (SUD) case management experience is required.
3. Experience organizing group and recreational activities is required.
4. Experience working in a healthcare setting and with Native American patients is preferred.
5. Demonstrated ability to prioritize workload, organize work effectively, manage multiple responsibilities, and complete assignments accurately and within established deadlines.
6. Proficiency in Microsoft Office applications (including Outlook, Word, and Excel) and the ability to effectively use electronic health record (EHR) systems and other applications.
7. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.