

TOIYABE INDIAN HEALTH PROJECT, INC.

POSITION DESCRIPTION

POSITION: MAT Program Coordinator/Patient Navigator **SALARY RANGE:** TSS 8

WORK STATION: Bishop

SUPERVISOR: Family Services Director
NON-EXEMPT

POSITION SUMMARY: Under qualified direction, the MAT program coordinator/patient navigator will work with the MAT team to assist with identifying opioid use disorder, substance use disorder, and provide recovery services to Native American and non-Native American patients who present to Toiyabe Indian Health Project (TIHP). The MAT program coordinator/patient navigator will screen, coordinate care, and educate individuals, families and groups about recovery related resources and assist with health care under the direction of health professionals to meet these needs.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Must have experience working in a medical or behavioral health-related field.
3. Must have good communication skills.
4. Possess a valid driver's license, insurable with company insurance and pursue a Class B license for transports.
5. CPR and First Aid certification within three months of hire.
6. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
7. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

DUTIES & RESPONSIBILITIES:

1. Collaborates with MAT Team to Facilitate the Tribal Opioid Task Force and participates in the Addictions Task Force as a representative of Toiyabe Indian Health Project.
2. Obtains Assigned training as part of the MAT team including RN case manager, SUD Counselors, and Behavioral Health staff.
3. Provides support for prescribing Physicians and Nurse Practitioners.
4. Keeps all teams of clinics informed of the program and updated on program changes.

5. Works with pharmacy to maintain availability of buprenorphine/ naloxone, naltrexone and naloxone opioid overdose reversal.
6. Collaborates with MAT Team to Develop and implement best practices for patient care including:
 - i. Takes referrals from providers, from outside agencies, from patients directly. Provides initial MAT screening and schedules for a MAT Assessment.
 - ii. Educates patient on program requirements and schedules patient for hand-off to SUD counselor for Treatment Agreement and Treatment Planning and Hub& Spoke enrollment.
 - iii. After patient is assessed for admission, consults with team to discuss admission, barriers, appropriate level of care, possible referrals to another MAT program or to Hub.
 - iv. Induction planning and scheduling with Provider.
 - v. Collaborates with MAT Team to manage all induction care, making sure patient has education regarding induction, comfort medications, first buprenorphine/naloxone prescriptions and handouts with instructions.
 - vi. Collaborates with MAT Team to Follow induction daily for first 7 days as patient stabilizes and begins to attend group.
 - vii. Collaborates with MAT Team to Monitor all UDS as patients stabilize and for s/sx of relapse. Participates in supportive interventions with or without other members of the MAT team.
 - viii. Assists to Schedule patient as needed in the Provider's schedule for any buprenorphine/naloxone dose changes or other MAT r/t questions. RN schedules patient with their PCP for all other medical needs.
 - ix. Collaborates with MAT team as patient moves in phases of care or is discharged/transferred from MAT program.
7. Collaborates with MAT Team to Manage weekly case reviews with MDs and SUD counselors, identifying ongoing care needs with the team.
 - i. manages and updates the Buprenorphine Patient Roster weekly and makes it available for any DEA visits.
8. Collaborates with MAT Team to develop the weekly Refill/Stabilization Group curriculum and share the facilitating duties with the team.
 - i. Developing and managing weekly refill/Stabilization groups
 - ii. Assisting with Contingency Management
 - iii. Assisting with SUD Recovery Services
9. Collaborates with MAT Team to develop a series of education segments for the refill/stabilization group. These educational segments will include behavioral health therapy and other speakers at times.
10. Manages case management for inpatient treatment.
 - i. Warm hand-off and monitoring of the Referral to Treatment process for the outpatient services and residential services.

- ii. Assist patient and family to access treatment services; including, assisting with intake materials and coordinating intake appointments.
 - iii. Providing report to inpatient treatment referral centers.
- 11. Collaborates with MAT Team to Collaborates with MAT Team to provide transportation per patient need.
 - i. Medication Deliveries
 - ii. Transport Patient to appointments
 - iii. Transport patient to Inpatient Treatment
- 12. Collaborates with MAT Team to Write and provide updates with the DEA waived providers with any patient information handouts, providing consistent information.
- 13. Collaborates with MAT Team to develop EHR – templates for Behavioral Health, pharmacy, RN and MD notes.
- 14. Collaborates with MAT Team to Integrate Behavioral Health team as part of the Referral to Treatment process.
- 15. Collaborates with MAT Team to Maintain DEA compliance and design the program access to information when DEA requires will be easily accessed.
- 16. Collaborates with MAT Team to track relevant data with QA.
- 17. Collaborates with MAT Team to continually manage and improve outreach for all agencies involved with providing care for Toiyabe patients with opioid addictions such as county agencies, local Emergency Departments, community recovery providers, other medical clinics, and community partners.
 - i. Assist with developing public awareness events.
 - 1. Narcan training and distribution
 - 2. HIV/Hepatitis C screening
 - 3. Harm Reduction
 - ii. Collaborates with MAT Team to develop Public Service Announcements (PSAs) for media release. Media outlets include radio, social media, brochures, and handouts, and updating the Toiyabe Family Services mobile app.
- 18. Works with Inyo and Mono County probation departments to facilitate access to treatment for patients involved in these systems.
- 19. Trouble shoots as the program progresses and works closely with the team to focus on process improvements and implement changes.
- 20. Program coordinator will use chain of command to insure best possible communication and integration of MAT program in clinic process.
- 21. Other duties as assigned.

Job Description Reviewed: **Employee:** _____ **Date:** _____

Supervisor: _____ **Date:** _____