



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

### **Position Description**

**Position:** Medication Assisted Treatment (MAT) Coordinator  
**Location:** Lac Courte Oreilles Community Health Center  
**Salary Range:** Negotiable  
**Posting Date:** March 19, 2020  
**Closing Date:** Open Until Filled

#### **Description of Position:**

The Medication Assisted Treatment Coordinator (MAT) will serve as a clinician, team member, and professional liaison to coordinate all aspects of patient care related to opioid use disorder to optimize resources that connect patients to appropriate and timely treatment. Work closely with the medical providers in prescribing Suboxone (addiction treatment medications) to develop and administer consistent service protocols and supports. In addition, provide harm reduction counseling to drug users. Assist with referrals and connection to healthcare and treatment resources as needed. The MAT Coordinator will help in training support staff in MAT services. Will assist with the review of reports, ensuring policies and procedures are updated to align with current relevant regulations and evidence based best practices. Help improve peoples lives through health services.

#### **Qualifications:**

- Must be a licensed Registered Nurse in the State of Wisconsin
- Bachelor's Degree of Science in Nursing Preferred
- Graduate of an accredited nursing school required
- 2 years of RN clinical experience required
- Previous case management and substance use treatment experience required
- Certification in Case Management desired
- Excellent assessment and triage skills
- Possess strong communication and presentation skills
- Critical analysis skills

- Proficient in Electronic Health Record
- Excellent computer skills required, including Microsoft Office
- Mantoux TB test current
- Have completed Hepatitis B series
- CPR Certified
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations
- Valid Wisconsin Driver's License
- Valid Vehicle insurance
- Must be able to pass a drug testing
- Must be able to pass a criminal background check

**Duties and Responsibilities:**

1. Obtains vital signs and prepares patient for examination
2. Administers treatments, dispense medications and provide immunizations as ordered by medical provider in accordance with nursing standards, which includes all types of injections and intravenous therapy.
3. Monitor, record, and report symptoms and changes in patient's conditions.
4. Maintain accurate, detailed reports and records in the electronic health record system within 24 hours.
5. Charts concisely, descriptively, and legibly and includes patient's progress, or lack of progress.
6. Possess good crisis intervention skills.
7. Addresses all patients and coworkers in a customer friendly and professional manner.
8. Consult and coordinate with health care team members by pre-planning for labs, immunizations, medical record requests, and provider huddles daily.
9. Orient patient and staff members to program policies and procedures.
10. Provide ongoing care for MAT patients within the scope of an RN.
11. Ensure protocols for assessment, monitoring, substance abuse counseling and medication management for individuals enrolled in the program are followed.
12. Provide linkage and referral to in-house and community-based behavioral health, case management and addiction recovery services as needed.
13. Provide education and support to patients in all phases of treatment.
14. Follow state and federal guidelines for providing care to patients with opioid use disorders in collaboration with prescribing providers and participating pharmacies.
15. Conduct medication assessments and follow up interviews.
16. Case Management and care coordination for all MAT program patients with community MAT programs and ancillary services.
17. Responsible for assisting in the development and implementation of training programs for medical and Behavioral health staff.
18. Submit Data collection for monthly statistical reporting and participation in continuous quality improvement studies and/or additional studies/reporting that is required by the Addiction Specialist Physician.
19. Coordinate meetings, associated research, and MAT programming activity directed by the Addiction Specialist Physician.

20. Community outreach liaison attending community events to educate and establish contacts within the community with approval by the Addiction Specialist Physician.
21. Provide appropriate clinical assessment for integration into the initiation of MAT.
22. Perform health needs assessments and identify risk factors to help in the developed health care plan.
23. Attend members appointments with providers and community resources as needed or assigned. Assist and support members in scheduling appointments, follow-up care, referrals, medication refills, etc to reach the members identified goals.
24. Establish collaboration, communication, and coordination among all responsible parties of an individual member's multidisciplinary health care team.
25. Work in conjunction with various medical providers to develop interventions as needed or assigned.
26. Regular case review with the Addiction Specialist Physician.
27. Demonstrates accountability for own ethical behavior and for delegated actions.
28. Demonstrates responsible and accountable behavior concerning own work schedule.
29. Understands and provides competent care to a diverse population. Uses knowledge of cultural differences to provide nursing care that is sensitive to and consistent with cultural values, beliefs, and customs. Provides culturally sensitive teaching materials to individuals, families and groups.
30. Role models and facilitates change within the health care team to respond to health care and organizational needs.
31. Participates in population-based care activities and outreach activities to meet clinical targets.
32. Effectively identifies needs and provides prevention, early intervention and ongoing health education for panel population, individual patient and family.
33. Applies effective oral and written communication skills in interacting with patients, families and members of the health care team. This includes (assisting as assigned by the Addiction Specialist Physician) effective negotiation and conflict management skills.
34. Recognizes the impact of systems on health care delivery.
35. Assist in the facilitation coordination of care across all settings with particular attention to transitional needs. Functions within interdisciplinary teams in a manner that promotes coordination, mutual respect and timely response to the patient's health care needs.
36. Incorporates the Medical Home Model approach for patient care.
37. Applies the knowledge and tools of continuous improvement in clinical practice and the delivery of health care.
38. All other duties assigned by the Addiction Specialist Physician.

**Additional Requirements:**

- The MAT Coordinator trains support staff in MAT services.
- Has oversight of delegated tasks (assigned by the Addiction Specialist Physician) to ensure appropriate and timely completion.
- Will assist with review of reports, assist in ensuring policies and procedures are updated to align with current relevant regulations and evidence based best practices, design and refinement of workflows.

- Demonstrates an accurate and current knowledge base specific to Substance Abuse Disorders.
- Demonstrates ability to utilize best practices and perform according to Case Management standards of patients diagnosed with substance use disorder including:
- Provide education specific to substance use disorders.
- Advanced assessment skills and knowledge in substance use disorders.
- Coordination of care for clients with complex health concerns transcending multiple medical specialties.
- Demonstrates and promotes healthcare leadership skills.

**Supervision and Guidance:**

The Medication Assisted Treatment (MAT) Coordinator will be under the direct supervision of the Addiction Specialist Physician.

**\*Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

**Letter of Interest**

**Resume**

**Credentials**

**Proof of any Stated Qualifications**

**Three (3) Current Letters of Recommendation**

**Academic transcripts**

**Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
 Human Resources  
 13380W Trepania Road  
 Hayward, Wisconsin 54843  
 715-638-5132  
 715-634-6107 FAX  
[sklecan@lcohc.com](mailto:sklecan@lcohc.com)

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*

10/21/2019  
10/30/2019  
03/19/2020