MEDICATION ASSISTED RECOVERY COORDINATOR  
COLUMBIA COUNTY HEALTH AND HUMAN SERVICE DEPARTMENT

POSITION DESCRIPTION

I. Position Summary
This is a full time position in the Health and Human Services Department under the general supervision of the Behavioral Health and Long-Term Support Division Administrator. The primary responsibilities of the employee in this position are to assist individuals with accessing the treatment, supports and services they need to recover from substance use disorders.

II. Essential Duties and Responsibilities
1. Act as central access point for Columbia County residents seeking treatment for opioid use disorders.
2. Educate clients about medication assisted treatment and gain agreement for participation medication assisted recovery services.
3. Review with client and obtain signatures on necessary legal and program paperwork.
4. Conduct a comprehensive, multi-dimensional assessment of client strengths and needs.
5. Determine appropriate level of care using ASAM or UPC standards.
6. Assist clients in identifying barriers to recovery and identifying supports.
7. Develop a detox plan with the client and their physician.
8. Schedule client’s initial administration of Vivitrol or Suboxone with prescriber.
9. Monitor client’s drug use through drug testing and scales to measure drug cravings.
10. Monitor client’s adherence to the recovery plan such as follow through with medication administration, drug screens, recovery services, etc.
11. Make referrals and assist clients with securing transportation, housing, employment, child care, health care, or other resources.
12. Verify client healthcare coverage and coordinate services in accordance with coverage and provider networks. Assist client in applying for public or private insurance.
13. Educate and advocate with treatment providers, medical providers, pharmacies, private insurance, and Medicaid in order to overcome barriers and increase treatment capacity.
14. Develop community partnerships with law enforcement, probation and parole, pharmacists, insurance companies, medical providers, treatment providers, and family members.
15. Provide community outreach and substance abuse education.
16. Coordinate and implement a network of recovery resources.
17. Maintain necessary documentation in program and client files.
18. Collect and analyze data.
III. **Educational and Licensure Requirements**
1. Bachelor’s Degree from an accredited college or university in Social Work, Nursing or a related human services field; AND
2. Current certification as a Social Worker or Substance Abuse Counselor by the Department of Safety and Professional Services, OR
3. Current licensure as a Registered Nurse by the Department of Safety and Professional Services.
4. Minimum of three (3) years of related experience preferred.

IV. **Knowledge, Skills, and Experience Required.**
2. Knowledge of the wraparound approach to providing individualized services including a focus on client/family strengths, community treatment, cultural competency, natural supports, teaming, and collaboration.
3. Experienced in working with individuals with substance abuse needs and demonstrated knowledge and skill in motivational interviewing and trauma informed care.
4. Knowledge of HIPAA, and DHS 92 and 94 of the Wisconsin Administrative Codes.
5. Comprehensive knowledge of human service systems and how to access State, local, and private resources.
6. Ability to interpret policies, rules and regulations and to apply them.
7. Ability to work independently and effectively with time constraints.
8. Willingness to work a flexible schedule to respond to client needs.
9. Ability to work cooperatively with others, manage conflict and crisis situations.
10. Ability to communicate effectively with staff, clients and the public both orally and in writing.
11. Possess a valid Wisconsin driver’s license.
12. Expected to maintain automobile liability insurance.

V. **Physical Requirements**
1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
2. Visual acuity
3. Ability to hear normal conversation
4. Ability to communicate in a clear manner
5. Good manual dexterity of hands and fingers
6. Able to lift/carry/push/pull at least 30 pounds

The position description should not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.

12/15/15