



OFFICE-BASED ADDICTION TREATMENT (OBAT) PROGRAM COORDINATOR JOB ANNOUNCEMENT

POSITION SUMMARY:

The Office-Based Addiction Treatment (OBAT) Program Coordinator serves as the administrative program lead for the Santa Cruz Community Health (SCCH) Office-Based Addiction Treatment program and substance use disorder treatment line of service. This position is expected to demonstrate exceptional communication, patient relations, organizational and time management skills.

Classification: Part-time, non-exempt
Reports to: OBAT RN Manager

Location: Varies/Clinical/Remote
Hours: 8:00AM-5:00PM/Flexible

CORE JOB RESPONSIBILITIES:

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

- Compliance with State Opioid Response (SOR) grant including assisting with timely submission of required data, attending mandatory meetings, updating OBAT team with new information about grant and reviewing deadlines.
- Assist with collecting Government Performance and Result Act (GPRA) surveys and timely submission for SOR grant compliance.
- Coordination and assisting with new patients entering OBAT program and/or new to SCCH. This includes collecting necessary information for new chart, obtaining ROR for outside records, scheduling time sensitive intake appointments with providers/RN to prevent treatment interruption.
- Follow up with OBAT patients who have missed appointments with phone calls and letters and assisting in rescheduling.
- Tracking where OBAT patients are accessing BH services, internally and externally.
- Obtaining release of information and release of records (ROI/ROR) for current patients who may be in treatment centers, withdrawal management, residential program or be incarcerated and assist with communication with OBAT team around discharge planning, updates on treatment, etc.
- Coordinate new hire onboarding program overview with Human Resources for new hires and the OBAT Providers/RNs as needed.
- Updating OBAT team and providers on existing resources or new resources in the community relevant to OBAT population including inpatient, intensive outpatient, withdrawal management, re-entry programs.

Administrative Quality Assurance:

- Checking and tracking compliance measures for OBAT program including:
 - Provider appointments every 4 months
 - Urine toxicology screens minimum 1-2 x year
 - OBAT consents and treatment records are on file

- ROI/ROR's for outside treatment providers specific to OBAT including Janus Methadone clinic, Lighthouse counseling, residential treatment programs, etc. are up to date and on file.
- Tracking X Waivered providers' volume of patients who prescribed buprenorphine to ensure compliance with DEA and not exceeding limit.
- Tracking and assisting with naloxone distribution program in clinic which includes ensuring naloxone kits are not expired, standing order are up to date, contacting DCHS to apply for new kits when supply is low.
- Checking status of providers X waiver status for OBAT team (pending application)
- Managing patient handouts for OBAT Program including:
 - Ensuring education and medication handouts are stocked and up to date at both clinic locations
 - Assisting in creating overdose prevention and educational handouts
 - Ensuring medical bracelets are in stock and ordered if needed for patients receiving Vivitrol injections

COMPETENCIES

GENERAL JOB PERFORMANCE STANDARDS:

KNOWLEDGE OF WORK - Posses and utilizes knowledge of the job which is essential to perform the specific functions and related work.

QUANTITY OF WORK - Accomplishes an appropriate volume of satisfactory work under normal conditions. Ability to produce results.

QUALITY OF WORK - Consistently demonstrates accuracy, thoroughness, neatness and dependability to produce work within acceptable standards.

TIMELINESS - Completes assignments on or ahead of schedule.

ABILITY TO LEARN NEW DUTIES - Interprets, learns and responds to instructions for new situations, procedures or methods.

JUDGEMENT and COMMON SENSE - Decisions/actions are sound, including safety awareness.

COOPERATION - Willing to work with others toward common goals.

COMMUNICATIONS - Demonstrates relevance and clarity of written and oral expression. Effectiveness in exchanging ideas and information.

INITIATIVE - Ability to originate, develop or create new ideas or take steps to get things done.

PROBLEM SOLVING - Identifies and evaluates alternate solutions and selection of the most appropriate course of action.

ATTENDANCE and PUNCTUALITY - Shows daily ability to be at work at scheduled time, including being prepared to work on time after breaks, meal periods, and other authorized absences from work.

WORK CONDITIONS

Working conditions described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

QUALIFICATIONS

Minimum and Preferred Requirements:

- Desire to serve the community clinic population with excellent health care
- Experience working in a clinical setting within a multi-disciplinary clinical team and/or direct patient care, preferred
- Ability to collect and enter data for program management, evaluation, and reporting purposes.



- Must be empathetic, supportive, and patient.
- Demonstrated ability to perform assigned responsibilities with minimum supervision; to maintain quality control standards; to interpret, adapt and apply guidelines and procedures.
- Fluent bilingual in Spanish/English preferred
- Current CPR certification, preferred
- Experience with electronic medical records, preferred
- Ability to work with people of many cultures.
- Ability to take initiative and a willingness to learn.
- Ability to work well both in teams and independently.
- Value, promote, and commit to SCCH's Mission

SALARY AND BENEFITS

This is a part-time, hourly, non-exempt position. Competitive compensation & benefits package are available to staff working at least 20 hours per week. Paid time off and paid holidays accrue from date of hire. Employer subsidized group health, dental, vision and life insurance plans available the first of the month after 30 days of employment. Employer sponsored 2% retirement match.

APPLICATION PROCESS

To apply, complete employment application. Download employment application on our [Careers page](#). Submit application and current resume with letter of interest not to exceed two pages to Human Resources. No phone inquiries, please.

THE SANTA CRUZ COMMUNITY HEALTH CENTERS IS AN EQUAL OPPORTUNITY EMPLOYER (W/M/V/D).