

Klamath Health Partnership

Job Description and Responsibilities



Position: SUD Services Coordinator (formally CADC II)

Status:

Reports to: Behavioral Health Director

Location: Klamath Open Door

The **SUD Services Coordinator** will work full-time as part of a dedicated multi-disciplinary team providing direct services to clients and their families seeking services for addictions treatment and care. The **SUD Services Coordinator** delivers treatment and coordinates services utilizing evidence based clinical practices compatible with the philosophy and theory of recognized therapy models.

Key Responsibilities

- In conjunction with primary care providers, the **SUD Services Coordinator** is responsible for intakes, assessments, and to provide guidance for appropriate treatment plans. All active SUDS/MAT Cts. have current ASAM assessment (within the past year), and an active Treatment plan.
- Quality assurance: **SUD Services Coordinator** will monitor and ensure SUDS peer chart review is 80% or higher.
- **SUD Services Coordinator** will update and maintain MAT workflow (through clinic workflow group) and provide training to providers as needed, during scheduled provider meetings.
- Assess and evaluate “at risk” patients within a medical setting, developing prevention strategies including the involvement of additional agencies such as DHS, Tribe, SPOKES, KBBH and/or calling 911 when necessary.
- Provide assigned group facilitation, individual and/or family services.
- Provide emergency telephone counseling and support services for patients and community partners (such as the hospital.)
- Making effective referrals to other providers as indicated by patient’s (specialty) needs.
- Documentation of all patient activity including phone calls in a timely and accurate manner. This includes forwarding notes and information needed to other team providers such as the PCP or Psychiatric Nurse Prescriber, so that they can make any needed adjustments in patient’s care.
- Provide credentialing supervision to CADC I and CADC Registered Intern staff, within the scope of the **SUD Services Coordinator’s** CADC II or III credential.
- Other duties as assigned.

Desired Knowledge, Skills, and Abilities:

- Bachelor’s Degree preferred
- Current CADC II or III
- Ability to provide crisis intervention
- Multicultural abilities are necessary, and Spanish speaking is another strong preference.
- Knowledge and use of evidence-based treatment models.
- Ability to work as an effective team member in a high stress/paced environment.
- Computer skills, including experience with an EMR or another electronic records format.

Accommodations

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The physical demands described here 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 individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk, talk, bend, lift, carry, write, and hear. The employee frequently is required to stand, walk, sit and use hands to finger, handle or feel. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.