



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: MA OBOT Program Coordinator
Lummi Tribal Health Clinic

OPEN: February 1, 2024

EXEMPT: Yes

SALARY: (8/9) \$23.05-29.82/hr. DOE

SHIFT: Day

LOCATION: LTHC

DURATION: Regular Full Time

CLOSES: February 15, 2024

JOB CODE:

DIVISION: Health & Human Services

DEPARTMENT: LTHC Population & Public Health

SUPERVISOR: Executive Medical Director

VACANCIES: 1

JOB SUMMARY: The Office Based Opioid Treatment (OBOT) Program Coordinator is responsible for coordinating care for patients engaged in OBOT services at LTHC and providing administrative support for the OBOT program.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

Coordinating care for patients engaged in the OBOT program:

1. Maintain an updated list of patients participating in the OBOT program and manage this caseload of patients, including providing ongoing follow-up via phone calls, home visits and other settings, motivational interviewing, and ensuring that patients are up to date on routine labs, urine tests and other assessments required by the OBOT program.
2. Assisting with the process of coordinating and performing UDS lab appointments as needed.
3. Assist with patient scheduling, removing barriers to care, following up after any missed OBOT appointments, providing case management and connecting patients with higher levels of care and outside resources as needed or requested by other OBOT staff.
4. Coordinate with internal Harm Reduction/HCV team, Department of Social Work and outside agencies and organizations including Whatcom County Jail and PeaceHealth hospital to achieve safe transitions of care for patients in the OBOT program.
5. Help patients to complete applications and registration forms, requesting outside records, securing appointments for services required for inpatient services such as COVID and TB tests, and connecting patients with detox services, etc.
6. Assist patients who have relapsed to re-engage in services through motivational interviewing, positive communication, and support in reconnecting with OBOT and other LTHC staff.
7. Work closely with Transportation staff to access vehicles for OBOT staff and/or to obtain external transportation resources such as bus tickets and other transportation resources for patients. Directly transport patients when necessary.

Providing administrative support for the OBOT program:

1. Responsible for scheduling OBOT team meetings, MOUD prescriber meetings and taking and organizing confidential notes from these meetings.

2. Keeping up to date on knowledge about local resources for detox/SUD treatment facilities and services
3. Coordinate peer review of OBOT provider charts.
4. Coordinate with LTHC Harm Reduction, Social Work and outside agencies as needed to facilitate the care of patients participating in the OBOT program.
5. Document all communications and services in the electronic health record or other database(s) within 24 hours of service or as directed. Prepare reports as directed.
6. Participate in case staffing, consult and other forms of staff collaboration and care coordination as directed.
7. Attend regular staff meetings, trainings, and meetings external to the OBOT program, including engaging with other OBOT programs to learn from them so we can better serve our patients.
8. Exhibit excellent working relationships with patients, staff, visitors, and anyone who comes in contact with LTHC.

MINIMUM QUALIFICATIONS:

- Associates degree *required* (Bachelors degree *preferred*)
- Certified Medical Assistant license to practice in Washington state *required*
- At least 1 year of experience working in an outpatient clinical setting, *required*
- At least 1 year of experience working with people experiencing substance use disorders, *preferred*
- Valid Washington State Driver's license and ability to qualify for LIBC vehicle insurance, *required*
- Current CPR and First Aid Certification, Naloxone administration training, or ability to complete upon hire.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Embraces a harm reduction philosophy regarding substance use treatment
- Proven track record of reliability, punctuality, professionalism, and success working on a team
- Experience working with Native American and Alaska Native populations
- Proficiency in documenting in Epic (electronic medical record)
- Ability to communicate and interact with patients respectfully and with compassion
- Ability to adhere to all professional guidelines, departmental rules, regulations, policies, and procedures set down in LTHC by law.
- Ability to provide appropriate motivation and guidance for patients to follow their care plan
- Strong verbal and written communication skills with patients and professionals involved in patient care
- Strong organizational skills and ability to complete tasks in a timely manner
- Must be able to work independently and be self-directed when needed

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check

- Adherence to HIPAA policy and procedures per LIBC and federal regulations
- Must demonstrate and maintain strict confidentiality at all times.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.