



Job Title: RN/LPN CARE COORDINATOR - MEDICATION ASSISTED THERAPY PROGRAM

Department(s): Substance Use Disorder Program

Position Summary: This position provides care coordination services for patients receiving Medication Assisted Therapy (primarily Suboxone and Vivitrol treatment) at NHS, using a culturally tailored approach supporting the patient’s recovery, improved functioning, development of skills, and management of chronic health conditions and social determinants of health. As part of a multi-disciplinary team, the MAT Care Coordinator screens and enrolls patients in the MAT Program and coordinates care for MAT clients throughout their treatment.

Supervision Received: Director of Clinical Operations and Behavioral Health Manager

Supervision Exercised: None

Hours/Week 40 Full-Time Part-Time Exempt Non-Exempt

FLSA Definition:

ESSENTIAL FUNCTIONS:

- Provides Care Coordination services for patients eligible for the MAT program:
 - Screens patients interested in MAT for fit and arranges initial appointments
 - Leads client intake process including reviewing the program, ensuring completion of enrollment paperwork
 - Provides patient education (e.g. risks and benefits of Suboxone or Vivitrol, symptom management/withdrawal, understanding pain)
 - Thoroughly performs focused assessments and documents patient’s signs and symptoms
 - Accurately and appropriately documents client behaviors and self-reports
 - Monitors lab tests, e.g. urine toxicity, blood tests
 - Assists with patients’ stressors and resources as they arise
 - Obtains prior authorizations and coordinates with pharmacies for medications
 - Enhances patient follow-up and program adherence
 - Consults with MAT prescribers and behavioral health providers
 - Communicates patient status changes to the Care Team – teaming with MAT provider, primary care provider, behavioral health provider, nurse, pharmacists, and other internal and external supports on patient’s Care Team
 - Completes external referrals for medical needs by MAT Patients
 - Maintains DEA list of active patients
- Assists with other clinic nursing duties as needed, as allowed under Scope of Practice

CORE REQUIREMENTS:

- Works collaboratively and respectfully with staff and others—individually and as part of a team—to achieve optimal efficiency, outcomes and morale
- Interacts in a culturally competent manner with individuals and groups from diverse backgrounds, including but not limited to: socio-economics, race and ethnicity, nationality and religion, both in-clinic and in the community
- Maintains excellent and punctual attendance
- Attends and actively participates in staff and departmental meetings
- Attends agency functions and meetings as relevant or required
- Works at any or all NHS clinics, as needed
- Uses computer daily including e-mail, word documents, spreadsheets, patient management system, electronic health record, and patient portal, as needed to carry out essential job functions
- Maintains any required licensure/certification
- Demonstrates commitment to agency mission and goals
- Abides by corporate compliance program, HIPAA regulations and other agency policies and procedures
- Participates daily in pre-visit planning and huddles (RN, Provider, Medical Assistant, Front Desk)
- Utilizes Patient Portal to access patient information and communicate with patients, as relevant
- Plans, organizes, and multitasks
- Speaks, understands, reads and writes English sufficiently to carry out all essential duties
- Performs other duties as assigned

QUALIFICATIONS:**Required**

- Graduate of an accredited LPN or RN program
- Current Minnesota licensure as a LPN or RN
- Knowledge of harm reduction model, medication assisted therapy, and addiction
- Minimum of two years LPN or RN experience in an ambulatory or clinic setting
- Experienced in managing clinical care using an electronic health record

Preferred

- Experience working in a chemical dependency, addiction or mental health clinic
- Experience in providing care to a complex, diverse population
- Case Management experience

Attachments

- Physical and Mental Requirements
- Work Environment