

**TEMPORARY WITH BENEFITS
THROUGH 02/28/24**

**MAKAH TRIBE
POSITION DESCRIPTION**

**JOB TITLE: Medication Assisted Therapy (MAT) and Research
Specialist**

EXEMPT: No	JOB CODE: 3-SS T4
TARGET SALARY: \$20.70 to \$23.00/DOQ	SHIFT: Mon-Fri 8-5
PROGRAM: Clinic	LOCATION: Wellness Ctr.
REPORTS TO: MRS Clinical Supervisor	

SUMMARY: This position will work in collaboration with the STIHC Medical Providers and Makah Recovery Services Counselors to support the MAT program. The MAT Specialist will ensure all the proper documentation and medical records are in place prior, during and after treatment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Clinical/Admin:

Create and manage the MAT schedule for all providers.

Track each MAT patient showing missed appointments, positive drug screen and other concerns.

Track prior authorizations ensuring all documentation is in order to ensure proper and successful billing.

Attend weekly case management meetings and lead the case reviews.

Serve as a resource to MAT prescribers on cultural competence.

For MAT initial intake, assist with paperwork, applications for insurance, assist with appointments for assessments, counseling and court papers, if any.

Make reminder calls and coordinate transportation to appointments if necessary.

Ensure MAT patients are aware of process for treatment by sharing information, documents and sample schedules.

Coordinate all aspects of Induction visits and follow-up visits.

TEMPORARY WITH BENEFITS THROUGH 02/28/24

Research:

The STIHC clinic is a study site for a project testing a culturally-centered program to support the integration of medications to treat Opioid Use Disorder in American Indian and Alaska Native communities. As a part of the study team the following will be part of research support including:

- Coordinating research activities such as: recruitment of clients into the study, conducting and documenting informed consent, administering study assessments, tracking participant enrollment and follow up, supporting the site investigator in the overall operation of the study, coordination with the onsite data manager to support data extraction, attend regular study conference calls, including the national study team (lead investigators, project directors), gather and relay information via email, and facilitate conversations with other site contacts as needed.
- Act as a liaison between the national study team and the members of the STIHC clinic.
- Training on and maintaining good research clinical practices and human subjects protection.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED)

Associates degree (A.A.) or equivalent from a two-year college; or three years related experience and/or training; or equivalent combination of education and experience preferred.

Familiarity with the Makah community and cultural traditions.

Specialized Experience: Medical terminology experience preferred and familiarity with substance use disorder and recovery required.

LANGUAGE SKILLS

Ability to read and interpret documents such manuals, policies and have the ability to write routine reports, correspondence and take meeting minutes. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers and common fraction and decimals. Have the ability to compute rate, ratio and percent and to draw and interpret bar graphs.

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THROUGH 02/28/24**

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Driver's license and be insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conducted upon hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

Must have or be willing to obtain within 90 days of hire, First Aid/CPR certification.

OTHER SKILLS AND ABILITIES

Must be well organized and have excellent typing skills and working knowledge of computer skills including Word, Excel, Power point and email. Emphasis will be on accuracy and attention to details. Ability to use a personal computer in order to perform various word processing, spreadsheets and power point presentations.

Demonstrated ability to work effectively with culturally diverse staff and populations.

Flexible, creative, and able to work in a multiple-task and multidisciplinary environment.

Ability to communicate accurately and effectively in written and verbal form.

Must have awareness of alcohol and substance abuse screening and preferred treatment systems, family interaction dynamics in the healing process and in the process of overcoming barriers.

Awareness of local resources available to families. Must be and maintain substance (alcohol & drug) free, will be subject to drug testing and maintain self-care that prevents staff burnout.

Must have good communication and listening skills to develop rapport with clients/patients and staff, including the ability to be non-judgmental and supportive of individuals' recovery pathways.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices and priorities of a clinical office. This includes the ability to plan and organize work using one's

TEMPORARY WITH BENEFITS THROUGH 02/28/24

own initiative and to seek information and assistance from other sources as necessary. This also includes the ability to track clients being treated for MAT or HEP C.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be fully immunized against measles, rubella, and COVID-19. Must provide documented proof of vaccination prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

Special Consideration: if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment. COVID-19 is exempt from this consideration.

PHYSICAL DEMANDS

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.

The work is mostly sedentary although there is some walking, standing, bending, and carrying light items such as files, paper and books.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TEMPORARY WITH BENEFITS
THROUGH 02/28/24**

Work is performed in an ambulatory healthcare and behavioral health care setting. The work will likely include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors. There is limited exposure to contagious and infectious diseases. Hepatitis B vaccine is recommended and offered at no cost. The noise level in the work environment is usually moderate. There may be exposure to wet and humid conditions due to travel between the ambulatory clinic and Wellness Center.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: March 10, 2023
CLOSE: March 23, 2023

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.