

GREAT PLAINS TRIBAL CHAIRMEN'S HEALTH BOARD

POSITION DESCRIPTION

Job Title: ATR Treatment Coordinator **Department:** Administration
Reports To: ATR Program Director **Classification:** Full-time/Non-Exempt

Job Summary: The Treatment Coordinator is responsible for overseeing provider enrollment, community services coordination, program evaluation, reporting, training, and quality assurance. Treatment Coordinator will work with all GPTCHB departments to deliver the maximum level of placement; substance abuse assessment, planning, and treatment; care coordination; advocacy; referral services; data collection; and promotion of ATR services. The Treatment Coordinator will be an effective liaison between Service Providers, Care Managers, Tribes, Indian Health Services, and subcontractors to facilitate treatment and/or recovery support services with the ATR program and communities in the Great Plains area.

Essential Functions:

ATR Program Responsibilities:

- Serves as the administrative point of contact for the ATR program with reference to treatment centered staff
- Helps establish programmatic and operational policies and procedures for the program.
- Oversees and monitors the assigned program deliverables.
- Maintains proper record-keeping instruments and procedures.
- Ensures the protection of confidentiality of program records.
- Helps coordinate program marketing and advertising.
- Monitors GPRA evaluation data on a daily basis.
- Assists in developing written quarterly and final progress reports for the program.
- Responsible for conducting the necessary background checks per ATR policy and procedure for all provider applications.
- Provides immediate notification to ATR Project Director if the program is experiencing difficulties or there must be a deviation from stated goals, objectives, activities or other established plans.
- Establishes and maintains relationships with other community agencies and organizations to meet community needs.
- Supports and provides technical assistance and guidance to providers and clients in arranging/coordinating client referrals regarding appropriate treatment services, which may include initial visit, follow-up treatment, verifying client voucher fund availability, coordinating project voucher services, project voucher activities and may also include communication and information dissemination.
- Attends all ATR related meetings.
- Other duties as deemed necessary and appropriate

Qualifications:

- A Masters of Science or Social work or related degree, and experience administering complex operations in the behavioral health care services and systems is required.
- Must have the ability to interact effectively with tribes, programs, and government officials.
- Must be sensitive to cross-cultural differences and be able to work within their context.

OTHER FUNCTIONS:

1. Perform other duties as assigned by ATR Director.
2. Work in a cooperative, professional manner with all GPTCHB employees.
3. Maintain a clean, well-organized office environment.
4. Demonstrate the ability to organize, prioritize and manage time effectively.
5. Travel Requirement: Local travel is moderately required. Overnight travel outside of the area is occasionally required.
6. Must possess a valid driver's license and vehicle insurance.
7. Must be able to pass a background check.
8. Must be able to lift 50lbs.

Except as provided by the Indian Preference policy (Title 25, U.S.C., Section 473), the GPTCHB does not discriminate in employment based on race, color, religion, age, sex, national origin, physical handicap, sexual orientation, or marital status.