



Job Announcement MAT Coordinator

Work Location: Broward Behavioral Health Coalition
Position Reports To: System of Care Manager
Exempt / Non-Exempt Status: Exempt
Position Status: Full Time
Salary: \$45,000 - \$47,000 (annually + benefits)

Position Summary:

Responsibilities include all aspects of coordinating care for individuals enrolled in the Medication Alternative Treatment (MAT) program. This position will ensure that linkages are made between, health care, behavioral health provider agencies, and other state managing entities. The MAT Coordinator supports individuals served and their family members through transitions and transfers between, receiving facilities, housing providers, residential treatment facilities, and others as deemed appropriate. The MAT Coordinator will also focus on Opiate users with mental illness and/or substance abuse diagnosis.

Specific Duties and Responsibilities:

1. Develops partnerships with the array of system representatives, to facilitate treatment and discharge planning.
2. Participates in relevant community meetings.
3. Identifies consumers that are high utilizers in the jails and recidivist from the database.
4. Monitors and reports on progress for consumers as providers implement service coordination plans.
5. Coordinates services with case managers, the jails, the courts and system partners.
6. Recommends and facilitates linkages to appropriate services.
7. Makes recommendations in terms of services to meet system needs.
8. Conducts clinical case reviews with the treatment teams as needed.
9. Assists supervisor in system of care functions, as assigned.
10. Coordinates comprehensive plans on individuals served; maintain files on individual cases, meetings, and other activities.
11. Collaborates with other care coordinators and support team.
12. Meets regularly with other care coordinator and supervisor to stay abreast of issues.
13. Educates system partners on the role of care coordinators and continuity of care for individuals who are incarcerated and require assistance to navigate community supports.
14. Develops and conducts presentations for local and national events/conferences, as requested.
15. Other related duties, as requested.



Experience and Education:

- Certified Addiction Professional (CAP) or equivalent preferred
- Minimum of 5 years' experience in the substance abuse field
- Will be required to complete the Critical Time Intervention (CTI) Evidenced Based Practice Training

Skills/Abilities/Competencies: To succeed as the MAT Coordinator, the individual requires the following:

1. Understanding of the behavioral health system and court system in Broward County.
2. Understanding of the overall system of care.
3. Strong communication skills, both verbal and written.
4. Ability to multi-task and exhibit flexibility.
5. Proficient with computer programs such as Microsoft Office.
6. Oral Communication / Public Speaking – speaks clearly and persuasively in both positive and negative situations. Demonstrates ability to facilitate group meetings and discussions; solicits feedback from participants, keeps discussions on topic and within needed timeframe, able to capture and maintain attendees' attention.
7. Documentation – Skilled in writing notes, preparing proposals, drafting meeting minutes, and other reports.
8. Judgment – Displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
9. Empathy – Displays appropriate empathy for persons with problems; excellent counseling and problem-solving skills.
10. Diplomacy – Able to deal effectively and positively with staff and external parties including providers and community stakeholders.
11. Follow Through – Demonstrates the ability to assume responsibility for tasks and insure they are completed thoroughly and timely.
12. Understanding of Data/Outcomes as they relate to the target population to be served.

Other Qualifications:

Has a valid driver's license and acceptable driving record. Will consent to background screening processes as required by the State, based on holding this position of special trust to include fingerprint-based search of criminal records in Florida and nationally.