

## CARE COORDINATOR - SUBSTANCE USE DISORDERS

As an entity of the Confederated Tribes of the Goshute Reservation, we, at Sacred Circle Healthcare, preserve the Goshute heritage of protecting and caring for family and extend the tradition to all marginalized and underserved populations in our area. We refuse to let access, ethnicity, or socioeconomic status restrict someone from receiving complete healthcare.

**Interested in joining our team?** We are looking for people who are genuine, kind, ambitious, positive, and helpful - exceptional people building on a celebrated heritage who are passionate about delivering uncompromising care - people who make a difference every day no matter what their role or position. If you are looking for a job where the work you do impacts lives for the better every day, you are in the right place!

Sacred Circle Healthcare is seeking a full-time **CARE COORDINATOR – SUBSTANCE USE DISORDERS** for our main clinic in Salt Lake City, Utah.

### Job Summary

- **Overview:** The care coordinator provides immediate crisis intervention and case management services to patients and their families.
- **Reports to:** Director of Recovery Programming
- **Department:** Recovery Programming
- **Employment Type:** Full-time, Benefits Eligible, Salary
- **Location:** Salt Lake Main Clinic
- **Supervisory responsibilities:** None
- **Patient Care:** Yes
- **Schedule:** To Be Determined with the availability of 8:00 am – 6:00 pm Monday through Friday. Evening and weekend work may be required as job duties demand.
- **Closing Date:** Sept. 30, 2021 or open until filled.
- **Apply:** Send your resume and any pertinent application materials to - [jobs@schc.net](mailto:jobs@schc.net), please state which job you are applying for; or visit our [website!](http://www.sacredcircle.com)
- **Contact:** Mark Wiesenberg, [markw@sacredcircle.com](mailto:markw@sacredcircle.com); 801-359-2256 ext. 177

### The successful candidate:

- Provides case management intake assessment which includes identifying the patients case management historical needs, current needs, gathering information from collateral sources including medical providers, social workers, educators etc.
- Completes proper confidentiality releases for coordination between the patient and the community partner.
- Links clients with systems of care that provide them with resources, services, and opportunities to improve their quality of life.
- Advocates for individuals who need assistance while encountering barriers in connecting with systems of care.
- Assists families in gathering natural supports and resources for becoming independent agencies.
- Ensures duplicate Medicaid case management services are not occurring

## ***Job Posting – Care Coordinator – Substance Use Disorders***

- Attends community case management meetings to keep current on various community programs
- Networks regularly with clinicians and community partners, ensuring positive relationships are fostered
- Networks with tribal partners to ensure positive relationships are fostered
- Keeps timely and accurate records including dates of services, appointment content, session goals, progress towards goals, referrals that have been accepted or declined by the patient, timelines for providing services and reassessment, and coordination with other programs.
- Solicits and recruit for program participants.
- Assists patients and potential patients with Medicaid enrollment and Medicaid enrollment outreach.
- Monitors and follow up with patients and community partners.
- Coordinates with patient's providers to achieve treatment wellness goals
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### **Required Education, Experience, Knowledge, Skills, and Abilities**

- Licensed clinical or certified social worker, licensed professional counselor or a licensed marriage and family therapist;
  - a. Or an individual working within the scope of his or her certificate or license in accordance with licensing and professional occupational standards (a. licensed social service worker; b. associate professional counselor; c. associate marriage and family therapist; d. certified psychology resident);
  - b. Or a student enrolled in an education/degree program leading to licensure, not currently licensed but exempted from licensure with licensing and professional occupational standards, because of enrollment in qualified courses, internship or practicum, and under the supervision of qualified faculty;
  - c. Or a Non-licensed individual who does not meet qualifications above and has met the Utah Department of Human Services, Division of Substance Abuse and Mental Health's training and recertification standards for case managers, and who is supervised by one of the individuals identified in 1 above.
  - d. And, at least 18 years of age, have at least a high school degree or a GED, and a minimum of 2 years' experience.
- Knowledge of health promotion and maintenance.
- Knowledge of cultural considerations of key populations, particularly American Indian/Alaskan Native, to best promote essential healthcare and other community services.
- Ability to determine appropriate course of action in more complex situations.
- Ability to demonstrate strong essential leadership, communication, education and collaboration and counseling skills.
- Ability to communicate proficiently through technology (email, cell phone, etc.)
- Ability to identify and implement appropriate patient communication strategies and overcome accessibility barriers, as required.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organizations.
- Ability to define and solve practical problems, collect data, establish facts, and draw valid conclusions.

### **Job Posting – Care Coordinator – Substance Use Disorders**

- Ability to demonstrate continual learning skills, effects changes in approach to care based on established, evidence-based practice.
- Ability to handle multiple tasks concurrently.
- Ability to maintain confidentiality of all medical, financial, and legal information
- Skill in promoting positive and productive communication with all clinic and administrative staff.
- Skill in building relationships with patients, providers, social workers, educators, clinic staff, etc.
- Skill in handling difficult situations involving patients, providers, or others in a professional manner.

### **Additional Information – Join us as we are Redefining Compassionate Healthcare, together!**

As group of 4 healthcare clinics, diversity drives our identity. We are proud of our Native American heritage. Whether you are seeking your first job, transitioning back into the workforce, looking to start your career, or grow an existing one, Sacred Circle Healthcare walks with you. We need you for what you can do. We strive for a mix of benefits to help you combine great work with a great life.

- Competitive pay
- Healthcare coverage for you and your family
- Generous PTO, paid holidays and floating holidays to celebrate what is important to you (prorated for part-time employees)
- Retirement matching to invest in your future
- Colleagues that are unparalleled
- A culture that is second to none

Sacred Circle Healthcare/Confederated Tribes of the Goshute Reservation gives preference to qualified American Indian/Alaskan Native Applicants