

Queen of Peace Center Medical Care Coordinator

As a member of the Federation of Catholic Charities, Queen of Peace Center (QOPC) has been providing family-centered behavioral healthcare for women, children and families.

General Description: Medical Care Coordinator works with clients who are uninsured and have a diagnosis of an Opioid Use Disorder. The Coordinator will work closely with the treatment teams, Intake Team and Medical Services to welcome clients into service, deliver quality care and promote continued engagement in services. This individual will be knowledgeable about treatment for Opioid Use Disorders and forms of treatment including clinical modalities and medications.

Specific Duties:

1. Outreach the clients who have been identified with Opioid Use Disorders
2. Participate in the interdisciplinary team meeting in order to identify strengths and needs related to development of the individual's rehabilitation plan
3. Attend periodic meetings with designated team members and the client, whenever feasible, in order to review and update the rehabilitation plan
4. Contact clients who have missed an appointment with other members of the treatment team, including medical services
5. Contact clients to confirm upcoming appointments and status on residential wait list
6. Orient clients to Queen of Peace Center policies and procedures
7. Arrange and refer for services and resources and, when necessary advocating obtaining the services and quality of services to which the person is entitled
8. Locate and coordinate services and resources to resolve a crisis
9. Provide experiential training in life skills and resource acquisition
10. Provide information and education to an individual in accordance with the person's rehabilitation plan
11. With assistance from medical team, educate clients on Opioid Use Disorders and treatment options, including use of medications in their treatment
12. Provide backup for Intake Coordinator
13. Meet monthly billing expectation
14. Transport clients in employee's vehicle
15. Provide group education
16. Ability to lift 20 pounds
17. Assist client in establishing treatment goals
18. Other duties as assigned

Qualifications: Bachelor's degree in social work, counseling, psychology, or closely related field or four years relevant experience in human service delivery field. Valid Class E Missouri driver's license (or other comparable license), vehicle, and current automobile liability insurance is required. Coordinator must own or lease their own vehicle for use in transporting clients. (Automobile insurance coverage to include transporting clients in employee's vehicle.) Good communication skills both oral and written; skills involving proper grammar, punctuation and

clarity. Ability to use Electronic Health Record for charting and familiarity with Microsoft Windows.

Interested candidates should send cover letter and resume to Amber Simpson, asimpson@ccstl.org.

EOE