

MEDICATION ASSISTED TREATMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for planning and coordination of patient care services including medication assisted treatment (MAT) of patients whom reside at the Cattaraugus County Sheriff's Office Jail. An employee in this class is responsible for maintaining the highest quality care for patients in accordance with the philosophy and policies of the facility and nursing service. Work is performed under the general direction of Jail Administration, in accordance with prescribed nursing care policies. An employee in this class exercises independence of action and initiative. A Medication Assisted Treatment Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans and oversees the administration of medication assisted treatment within the jail, including development and revision of appropriate policies;
- Ensures jail compliance with applicable regulations and laws related to medication assisted treatment;
- Oversees appropriate scheduling and follow up of patient care services within the jail;
- Coordinates processes for appropriate medical follow up, consultant, and specialist referral services for inmates while incarcerated;
- Coordinates processes for appropriate medical, addiction, and mental health follow up after release for inmates in conjunction with the discharge planner, including referrals for continuation of MAT in the community upon release;
- Serves as the Chief Nursing Officer for the Sheriff's Office;
- Participates in the creation, review, and revision of policies/procedures;
- Monitors the interdisciplinary care for inmates including medical, mental health, dental, and substance abuse services;
- Consults with the Jail Medical Director on specific nursing problems and interpretation of medical and nursing policies to ensure that patient needs are met;
- Maintains the highest quality care for patients in accordance with the philosophy and policies of the facility and nursing service;
- Organize case management and utilization review meetings for medical staff as necessary;
- Attends meetings, planning sessions, committees, and serves on team to promote quality and performance improvements;
- Maintains a variety of records and prepares reports as assigned by the Jail Administration;
- Performs other related tasks as assigned by the Sheriff or Jail Administration;
- Functions as a Jail Registered Professional Nurse providing direct patient care and all related duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of nursing principles, techniques and their relation to medical practice; skill in the application of professional nursing techniques and practices; ability to plan, assign and supervise the work of professional and paraprofessional nurses and patient care employees; ability to explain instructions of a technical and professional nature; ability to work effectively in a security environment, following basic security procedures; ability to establish and maintain effective and productive working relationships with administration, physicians, and personnel from various outside agencies and staff; ability to maintain records and prepare written reports; skill in the application of nursing care in accordance with acceptable standards of practice; tact; good judgement; emotional stability, initiative, and resourcefulness.

MINIMUM QUALIFICATIONS: Possession of a license and current registration to practice as a Registered Professional Nurse in New York State and at least one of the following:

- A. Have two (2) years of managerial experience at a nurse manager level or above at a hospital, medical office, or health care organization; OR
- B. Have two (2) years of managerial level experience in addictions nursing or in a medication assisted treatment setting.

CATTARAUGUS COUNTY CIVIL SERVICE

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