

Job Description – ADDICTIONS PROGRAM CARE COORDINATOR (APCC)

As the Addictions Program Care Coordinator (APCC), you will use best practices to provide direct patient care, including assessment and treatment services for adults enrolled in our Chronic Pain and Addictions Program and patients who access the MFHT RAAM Clinic.

You will be the **Lead Coordinator** and primary point of contact for RAAM patients on the day of clinic and during off days. You will be required to do the following:

- Lead coordinator for patients accessing RAAM and primary point of contact during off days (when RAAM clinic is not open).
- Process incoming RAAM clinic referrals for review by RAAM team and arrange an intake appointment for the patient with the RAAM clinic team.
- Initiate RAAM passport form completion, ensure referral form and consent is attached. Assist with development of care plans.
- Participate in the readiness referral process with the RAAM Clinic team. Triage and help determine what care is to be coordinated with other providers and/or health care agencies.
- Coordinate/contact referral to treatment and available programs and resources.
- Review RAAM care plan with patient prior to discharge from RAAM clinic
- Contact patient weekly, post RAAM clinic discharge to “check-in” and see how well the patient is managing – arrange repeat visits if necessary
- Plan, coordinate and facilitate RAAM clinic and community educational / supportive programming
- Coordinate off-site UDS clinics at Biigtigong First Nation.
- Provide direct patient care by managing appointments for walk-in weekly urine drug screen (UDS) clinics
- Facilitate direct observed treatment (DOT) at the weekend and stat holiday clinics for suboxone dispensing
- Create Master-list for the purpose of managing all pain/suboxone patients and generating the random list monthly for UDS appointments.
- Manage data collection for target indicators and prepare final program report for the NW LHIN, in collaboration with the Chronic Pain and Addiction team and MFHT epidemiologist
- Collaborate with the ED, family physicians, and social worker for ongoing program development
- Develop APCC “away” protocol for continuity of care and program sustainability
- Completion of Pharmacy tech CAMH course (for transportation and handling of “lock-box” medication from pharmacist)
- Help provide backup coverage for PACE PEER support role when PEER support is away

Requirements

- SSW Diploma in Social Work
- Ability to build positive relationships with a high level of interpersonal skills
- Ability to interact with people in a positive, compassionate and courteous manner
- Highly organized with proven strong written and verbal communication skills
- Dependable, punctual and able to work weekend / statutory holiday hours without exception
- Basic knowledge of Microsoft Office Applications, specifically Word and Excel