



<b>Position Title: Recovery Support Center of Excellence Coordinator</b>	<b>Location: Tadiso Inc.</b>
<b>Supervised By:</b>	<b>Date:</b>

### **Job**

**Summary:** To create linkages and networks for our patient population within the community. To assist with getting patients set up with services directly related to their substance abuse, mental health, housing, education, healthcare needs and peer support.

### **Duties and Responsibilities:**

- Provide case management direction to resource specialists.
- Provide supervision and guidance to resource specialists.
- Provide leadership and direction to the Community Based Care Management Team.
- Identify appropriate services for our patient population.
- Network within the Greater Pittsburgh Area.
- Build relationships that are relevant to our patient needs.
- Access patient needs through case management appointments.
- Document patient meetings.
- Assist patient with necessary referrals.
- Knowledge of Confidentiality and ability to employ proper consent when setting a patient up with services.
- Communication with Social Services Staff regarding patient care.
- Provide education to the Community about Opioid treatment programs.
- Facilitate transition from inpatient to Tadiso for continued treatment.
- Manage referrals from emergency departments and primary care physicians.
- Manages intake overflow.
- Performs other assigned functions as needed for quality services and care.

### **Experience and Skills:**

- Familiar with Substance Use Disorder.
- Has a full understanding of how Medication-Assisted Treatment works.
- Must be familiar with Pennsylvania Department of Drug and Alcohol Licensing Regulations.
- Patience, understanding and empathy are necessary qualities when meeting with patients.
- Must be able to create a supportive environment that the patient feels comfortable.
- Interpersonal skills must be impeccable
- Leadership or management skills necessary to coordinate services.
- Can multi-task and work in a fast paced environment.



- Strong writing skills required.
- Must be able to proof read.
- Computer Literate.
- Must be detailed oriented and able to work independently.

**Requirements:**

- Must have a valid driver's license.
- Must have a Master's Degree in Social Work or a related field and 2 years of clinical experience or Bachelor's Degree in Social Work or related field and 3 years of clinical experience.
- Must be able to lift 25lbs
- Must be able to pass a background check

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_