

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b>CLASSIFICATION TITLE:</b> Medication Assisted Treatment Coordinator	<b>CLASS NUMBER:</b> 70305.1	<b>FLSA:</b> Exempt
<b>AGENCY/DIVISION:</b> Office of Homeland Security & Justice Program - Justice Policy and Programs	<b>JOB TYPE:</b> Full Time, Unclassified	<b>PROBATION PERIOD:</b> N/A
<b>BARGAINING UNIT:</b> Non-Bargaining	<b>PAY GRADE:</b> N17	<b>POSITION CONTROL #:</b> 132105
<b>POSITION LOCATION:</b> 2460 Jackson Pike, Columbus, OH 43223	<b>TYPICAL WORK SCHEDULE:</b> Monday - Friday 8:00 AM – 5:00 PM	<b>SUPERVISOR (PCN):</b> Deputy Director, Justice Policy & Programs (132100)
<b>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</b>		
Discharge Planner (132106) Peer Support Specialist		

**CLASSIFICATION PURPOSE:**

The Medication Assisted Treatment Coordinator will be responsible for the supervision and coordination of the Jail Based Pre-Release Medication Assisted Treatment program to include development of program protocols and procedures in collaboration with vested program partners. Work directly with inmates screened and deemed as eligible for MAT services to ensure coordination of care services pre-release and continuity of care post release. Supervise assigned staff. .

**JOB DUTIES:**

Provide screening, assessment, referral and linkage of inmates presenting at booking as high risk for opioid abuse and/or dependence. Develop jail based MAT program referral protocols and procedures and regularly review for necessary updates. Coordination of treatment and discharge planning in collaboration with the participant, identified treatment members, jail medical services provider, community based treatment agencies and Court personnel. Identification, enrollment and triage of participants requesting MAT services to include review of external/internal screening and assessment findings, medical benefits, pending criminal cases, and outstanding wants and warrants. Provides naloxone education training to justice involved individuals.

Assist with aftercare coordination and other supportive services including housing, recovery services, benefits establishment, etc. Work in collaboration with identified Program Evaluator/immediate supervisor to collect and maintain required data, assist with data analysis and program monitoring as required by the Office of Justice Policy and Programs and funding source requirements. Responses to requests for data, narrative reports and information related to the MAT program. Monitor post release participation in treatment programming and follow up MAT appointments.

Promote and advocate for a range of pre-release and post-release program services relevant to the justice involved population diagnosed with substance abuse and/or a co-occurring disorder. Work with multi-agency staff involved in jail based and Courthouse based MAT program and develop professional inter-agency and intra-agency relationships necessary to further collaboration efforts, enhance data sharing practices and streamline participant access to services. Monitor MAT participant’s health status, treatment progress and service used to improve care and address gaps in care. Identification of quality community resource referrals and supportive services that compliment and maximize effectiveness of program. Facilitate individual and group psycho-educational, cognitive behavioral treatment and AOD groups in collaboration with social services and other program providers.

Supervises the OJP&P MAT Team to include hiring, training, oversight and task assignment for a Discharge Planner and dedicated Peer Support Specialist. Conduct follow up outreach of participants receiving pre-release MAT services. Completes necessary charting and record keeping in accordance with agency and funding source requirements. Participates in regularly scheduled team meetings. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting; inventory control; employee training development; supervision; safety practices; public relations; human relations; agency policy and procedures; government structure and process; counseling; interviewing skills. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals, and percentages; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; establish friendly atmosphere as supervisor or work unit; handle sensitive inquiries from and contacts with officials and general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor's degree in human services, social work, or related field with five (5) years of experience in social services, case management, treatment and/or substance abuse services, or related experience; or any equivalent combination of training and experience.

**Additional Requirements**

No additional license or certification is required.

**Supervisory Responsibilities**

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, and to recommend the transfer, promotion, or salary increase of other employees.

**UNUSUAL WORKING CONDITIONS:**

This position is unclassified and employment is subject to continuation of federal grant funding availability. Direct contact with inmates/detainees in a secure correctional setting.

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date