

# APLAHealth

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APLA Health provides quality healthcare, life-saving services, camaraderie, compassion, and comfort to all who come through our doors. Our dedicated team of healthcare professionals is committed to providing personalized and compassionate free and low-cost medical services, tailored specifically to meet the unique needs of each individual we serve. APLA Health serves as a medical home providing an array of integrated healthcare services through 71,000+ billable patient visits and nearly 10,000 enabling services visits each year. Services provided include: medical, dental, behavioral health and HIV care; pharmacy; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, APLA Health offers housing support; benefits counseling; home healthcare; and the Vance North Necessities of Life Program food pantries; among several other critical support services.

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***We offer great benefits, competitive pay, and great working environment!***

*We offer:*

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *11 Paid Holidays*
- *4 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched (6%) 403b Retirement Plan*

***This is a great opportunity to make a difference!***

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This position will pay \$25.60 - \$28.82 hourly. Salary is commensurate with experience.

## **POSITION SUMMARY:**

Under the supervision of the Substance Use Disorder (SUD) Services Director, the Substance Use Disorder (SUD) Services Coordinator is responsible for implementing and overseeing evidence-based Contingency Management (CM) interventions within the Substance Use Disorder (SUD) Services Department at APLA Health. The SUD Coordinator assists with administrative and intake tasks within the SUD Services Department. The SUD Services Coordinator ensures fidelity to CM protocols, manages incentive distribution, monitors participant progress, and collaborates with clinical care teams to improve treatment engagement and outcomes for individuals with stimulant and other substance use disorders. The SUD Services Coordinator works in collaboration with other members of the multidisciplinary team to ensure the best

possible treatment outcome for patients/clients and provides services in accordance with APLA Health's mission, and vision.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Outreaches and follows up with patients/clients who are interested in Contingency Management, determines and communicating eligibility, and coordinating with other existing treatment providers.
- Works with the SUD Services Director and provides administrative and intake tasks for the Substance Use Disorder Services Department.
- Completes all necessary enrollment procedures and documentation for Contingency Management participants.
- Provides orientation and guidance to Contingency Management participants, and coordinates with staff to ensure collaboration on Contingency Management services.
- Provides care by delivering and tracking all Contingency Management services, including accomplishing goals and documenting progress.
- Maintain confidentiality of client files per HIPAA and all applicable guidelines.
- Provides education and training to staff and clients about Contingency Management and how it is being implemented at APLA Health clinics.
- Collects urine analysis samples and inputs results into the designated database.
- Ensures patients/clients are seen according to the program schedule, and that visits are separated by at least 72 hours (e.g., Monday and Thursday, or Tuesday and Friday) to minimize the chance that drug metabolites from the same drug use episode will be detected in more than one UDT.
- Delivers incentives and/or supports the delivery of incentives as needed.
- Regularly meets with CM participants to discuss progress and goals.
- Collaborates with patients/clients to work towards rehabilitation goals.
- Seeks clinical consultation throughout the treatment episode, especially when encountering new and/or high-risk clinical circumstances.
- Maintains frequent communication with the clinical care teams, and engages in regular consults, clinical team and case conferences, and plan development meetings.
- Provides translation services as needed (if applicable).
- Effectively and professionally represents agency at community meetings.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

### **REQUIREMENTS:**

#### **Training and Experience:**

- High school diploma or GED equivalent.
- Minimum 2 years of experience in substance use disorder treatment or behavioral health services.
- Certification in substance abuse counseling a plus.
- Experience in electronic health records (eCW preferred) and data management systems.

#### **Knowledge of:**

- Familiarity with evidence-based interventions, particularly Contingency Management and Motivational Interviewing.
- Knowledge of SUD treatment modalities and current best practices.
- Electronic health records and data reporting.
- Strong Microsoft Excel skills.

**Ability to:**

- Communicate effectively with providers, other staff and external partners/organizations.
- Must be well-organized and detail-oriented.
- Strong verbal and written communication skills.
- Commitment to trauma informed patient-centered care.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper.

**SPECIAL REQUIREMENTS:**

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes.

COVID vaccination and booster required or medical/religious exemption.

APLA Health is an Equal Opportunity Employer.

**To Apply:**

Visit our website at [www.aplahealth.org](http://www.aplahealth.org) to apply or click the link below:  
<https://www.paycomonline.net/v4/ats/web.php/portal/A5559163F67395E0A2585D2135F98806/jobs/345876>