

## POSITION DESCRIPTION

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**POSITION:** Patient Coordinator- Outpatient Opiate Use Treatment Program  
**FTE:** 0.4 – 16 hrs/week  
**DAYS OF WORK:** To be determined or as arranged  
**HOURS OF WORK:** 8:30 AM – 5:00 PM or as arranged  
**REPORTS TO:** Program Coordinator  
**REVISED:** August, 2018  
**TIMELINE:** September 5th-December 21<sup>st</sup>  
**Remuneration:** \$18/hour

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### OVERVIEW OF POSITION

- Coordinate the involvement and engagement of 16 patients in a rural opiate use treatment program
  - Provide administrative support to the Program Coordinator
  - Assist with reporting on Program goals to funding agency
  - Work collaboratively with other Family Health Team members
  - Maintain a high level of confidentiality
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### Outpatient Opiate Treatment Program

This program is a pilot program supporting 8 patients in both Marmora and Bancroft. Over 8 weeks participants will meet in a group counseling format to learn more about opiate use and develop skills to better help them to cope while reducing/ceasing their opiate use.

As the Patient Coordinator you will

- Assist the Program Coordinator with the administration of the program
- Contact patients about appointments, sessions, research requirements, patient intake
- Develop and prepare program materials
- Data entry and record keeping

Relevant Training/Skills include:

- Medical office administrator/Health Information Management diploma would be an asset
- Community worker/substance use/addictions worker or other certifications would be an asset
- Experience working in medical setting (pharmacy, doctors office)
- Comfortable with medical records, computer data input, Microsoft Office (Word, Excel, etc)
- Well organized, punctual, able to work on a variety of projects at simultaneously
- Self Motivated
- Open-minded, flexible, collaborative

We encourage people with direct/family experience of Opiate use or addictions to apply.

Candidates are asked to submit a resume and cover letter by Monday August 27<sup>th</sup> 2018 to Sean Lee-Popham RN, Program Coordinator at Bancroft Family Health Team at [slee-popham@bancroftfht.com](mailto:slee-popham@bancroftfht.com)

This program is funded by the South East LHIN in collaboration with Addictions and Mental Health Services.

*We thank all interested applicants; however, only those selected for an interview will be contacted.*