

## ATR (Access to Recovery) Coordinator

The Institute for Health and Recovery (IHR) is a statewide service, research, policy, program development and capacity building agency. IHR designs its services based on an understanding of the impact of trauma. IHR's mission is to develop a comprehensive continuum of care for families, individuals, youth and pregnant and parenting women affected by alcohol, tobacco and other drug use, violence/trauma, mental health challenges and other health issues. IHR's CARF accredited treatment programs provide holistic interventions for hard to reach and high-risk individuals and families.

**Summary Statement:** The **Access to Recovery (ATR) Program**, a federally-funded program of the MA Department of Public Health, is designed to provide participant choice among substance abuse clinical treatment and recovery support service providers, expand access to a comprehensive array of clinical treatment and recovery support options (including faith-based programmatic options), and increase substance abuse treatment capacity. The Institute for Health and Recovery, Inc. coordinates the Hampden/Springfield ATR program; this position is an employee of IHR.

**NOTE:** This is full-time, 40 hours/ week position and is based in IHR's Springfield office.

**Reports to:** Clinical Supervisor; FEP/ATR

### Essential Functions:

The ATR Coordinator will be responsible for completing the intake, orientation, voucher approval process, follow-up, and discharge for participants in the MA ATR program in greater Hampden /Springfield County, MA. This will include the following responsibilities:

- Interview participants to determine eligibility for the MA ATR program
- Develop a positive working relationship with the participants to build trust and keep them engaged; demonstrate willingness and interest in helping the participant to be as successful as possible
- Conduct the initial ESM assessment
- Fill out various legal and regulatory documentation including, Consent, Release, and Contact Forms
- Generate a Recovery Plan with each participant to make sure it meets the participant's needs and desires
- Act as educator and advocate for the participants by helping them identify the support they need to help them most effectively in their recovery
- Assist the participant to make their preferred service provider selection, in keeping with their stated goals on their Recovery Plan
- Authorize the vouchers necessary to be sent to appropriate providers
- Monitor the participant's adherence to the Recovery Plan by maintaining regular monthly contact
- Meet with participants to review any desired changes to Recovery Plan and develop new vouchers for those services
- Collect discharge and four to six month follow-up ESM data
- Complete, update, and maintain comprehensive records in the ESM and FEI Voucher Management Systems
- Submit weekly activity reports to IHR for billing purposes

- Participate in meetings and trainings for inter-disciplinary consultation, peer support, discussion of policies and procedures, quality improvement measures, and effective utilization of the Voucher Management System
- Provide reports, service evaluations, data, and other forms of feedback necessary to improve the ATR intake process and general program
- Contact vouchered Recovery Support Service providers, as necessary
- Identify gaps in service delivery for those in recovery and conduct outreach to additional providers, advocating for needed programs and services to be added to the ATR Provider Network
- Communicate with IHR's main office in Cambridge through use of shared online calendars, sign in – out board, time sheets, and check in/out with supervisor;
- Attend team and agency staff meetings;
- Regular attendance and punctuality is required
- Other related duties

**Competencies:**

- Communication
- Teamwork
- Problem Solving
- Development and Continual Learning
- Adaptability and Flexibility
- Valuing Diversity
- Customer Focus
- Patience with individuals in early recovery

**Qualifications/Requirements:**

- College degree preferable
- Previous experience in social services, preferably working with substance abusers and in the corrections field
- Commitment to quality improvement and consumer directed care
- Ability to establish and maintain professional relationships with participants, staff, and community agencies
- Ability to express ideas concisely and clearly, both orally and in writing
- Ability to adhere to strict confidentiality rules
- Demonstrated organizational and time management skills and ability to multi-task
- Ability to work well with others and independently; positively contribute to team
- Ability to solve problems creatively and maintain high degree of flexibility and composure
- Ability to learn and implement regulations, policies, and procedures
- Access to reliable transportation
- Bi-lingual (English/Spanish) applicants strongly encouraged to apply

**Other Requirements: (If Applicable)**

- Valid driver's license, good driving record, and regular access to a reliable vehicle;

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift products and supplies weighing up to 10 pounds.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time.

IHR offers a rewarding work environment with competitive salary, generous benefits and a strong commitment to diversity. IHR is proud to be an equal opportunity employer, seeking to create and welcoming a diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**Employee signature below constitutes employee's understanding of the requirement and duties of the position.**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_