



Job Title: OTP Administrator
Department: Opioid Treatment Program (OTP)
Reports to: Behavioral Health Director
FLSA Status: Exempt
Salary Grade: \$87,796.80 – \$131,705.60
Location: Eugene

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Behavioral Health Director, the OTP Administrator is responsible for overseeing the effective management and administration of the Opioid Treatment Program (OTP). This position plays a critical role in ensuring the delivery of high-quality care to individuals with opioid use disorder while adhering to all regulatory and compliance requirements. The OTP Administrator is accountable for program operations, staff management, and the development and execution of policies and procedures. The OTP Administrator will ensure that the Opioid Treatment Program operates smoothly and in compliance with federal, state, and organizational guidelines.

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Oversee day-to-day business operations and management of the program, ensuring compliance with all Federal and State laws and regulations, including submitting corrective action plans to agencies such as the FDA, DEA, and State authorities.
2. Provide leadership and strategic direction to the OTP program, managing clinic services and resources to achieve operational and financial objectives.
3. Oversee the provision of evidence-based treatment, including medication-assisted treatment (MAT), counseling, and support services. Ensure the delivery of treatment services and manage the submission of protocols, amendments, and reports to State and Federal Departments, in coordination with leadership.
4. Responsible for managing staff, setting strategic direction, and allocating resources, including conducting performance evaluations, overseeing pay reviews, and making hiring and termination decisions.
5. Monitor the clinical quality of services and implement necessary improvements. Provide oversight of authorization processes and clinician productivity through data collection and outcome tracking.
6. Collaborate with the OTP Medical Director and nursing programs to ensure services are delivered by an interdisciplinary team of professionals trained in the treatment of opioid use disorders.
7. Manage the program's budget, including revenue, expenses, and financial reporting, and collaborate with leadership to develop an annual operating budget.
8. Identify and implement strategies to optimize financial resources while ensuring the delivery of high-quality care.
9. Foster positive relationships with the local community, stakeholders, and partners by serving as a community outreach liaison, attending events to educate and establish connections, and positioning the program as a valuable resource.

10. Collaborate with leadership to develop and implement all clinic policies and procedures, including those related to public affairs and community relations. Address community concerns and work with relevant organizations to support program goals.
11. Oversee the safety and security of the facilities, patients, and staff, and manage risk within the facility. This includes conducting risk assessments, investigations, root cause analyses, and using data to identify risk patterns and trends in the clinic.
12. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting, raising, or lowering objects, climbing or balancing, stooping, kneeling, crouching, or crawling, and occasionally requires lifting up to 25 pounds. Work is generally performed in a medical clinic or office setting. Work involves exposure to hazardous materials, high risk/dangerous situations, infectious disease, dust, fumes, and allergens. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to proofread documents and working knowledge of technical report writing.
4. Working knowledge of paperless record retention system.
5. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
6. Working knowledge of accounting principles.
7. Ability to make decisions independently in accordance with established policy and procedures.
8. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
9. Ability to negotiate and monitor contracts for services in accordance with the Tribe's Fiscal Ordinance.
10. Ability to work with mathematical concepts such as basic arithmetic.
11. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
12. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works

independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.

13. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
14. Understanding of HIPAA (the Health Insurance Portability and Accountability Act) and 42-CFR Part 2 (Confidentiality of Substance Use Disorder Patient Records), as the records governed by KWC are very confidential and sensitive.
15. Familiarity with CARF (Commission on Accreditation of Rehabilitation Facilities) or other accreditation body preferred.
16. Strong understanding of opioid use disorder treatment, including medication-assisted treatment (MAT) and behavioral health services.

QUALIFICATIONS

The OTP Administrator must have the following education and work history qualifications at the time of hire and continuously throughout employment as the OTP Administrator:

1. A Master's degree in a relevant field and three years of paid full-time experience in the field of alcohol and drug treatment *preferred*.
2. A Bachelor's degree in a relevant field and four years of paid full-time experience in the field of alcohol and drug treatment.
3. Experience in an OTP with at least one year in a paid administrative capacity.
4. Experience in program planning and budgeting, fiscal management, supervision of staff, personnel management, employee performance assessment, data collection, reporting, program evaluation, quality assurance, and developing and maintaining community resources.
5. Experience working in a Tribal Health setting *preferred*.
6. Hold a current certification or license in addiction counseling or hold a current license as a health or allied provider issued by a state licensing body *highly preferred*.