

## Job Description

<b>Job Title:</b>	SUD Health Case Manager	<b>Exempt / Non-Exempt:</b>	Non-Exempt
<b>Unit:</b>	Residential Treatment	<b>Benefits:</b>	Full Benefits
<b>Location:</b>	Therapeutic Community	<b>Travel Required:</b>	Yes
<b>Level/Hourly Rate Range:</b>	\$22-\$28/hourly	<b>Position Type:</b>	Part Time; Permanent
<b>Date Posted:</b>	TBA	<b>Posting Expires:</b>	TBA

<b>External Posting URL:</b>	<a href="http://www.indeed.com">www.indeed.com</a> , <a href="http://www.handshake.com">www.handshake.com</a> , LinkedIn
<b>Internal Posting URL:</b>	<a href="http://www.aadapinc.org">www.aadapinc.org</a>

### Applications Accepted By:

<b>Fax or Email:</b> FAX: 323.295.4075 Email: <a href="mailto:hr@aadapinc.org">hr@aadapinc.org</a> Subject Line: Job Application	<b>Mail:</b> ATTN: Jennifer Nishimura, HR AADAP, Corporate Office 2900 Crenshaw Blvd. Los Angeles, CA 90016
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### Job Description

AADAP Treatment Services offers Substance Use Disorder care with Integrated Medical Services within the therapeutic spectrum of care from outpatient and intensive outpatient to intensive residential therapeutic services. AADAP Inc. uses integrated evidence-based and social model-based approaches to deliver high-quality, innovative health care. AADAP therapeutic services offers a culture focused on developing and promoting sustainable wellness with substance use care.

- I. **SUMMARY STATEMENT:** AADAP Therapeutic Community (residential treatment) is currently searching for a professional, compassionate, and knowledgeable individual to fill the position of Medical Assistant to add to our multi-disciplinary substance use treatment team. The Medical Assistant will work to provide Incidental Medical Services (IMS), which practitioners provide at our residential treatment facility to address medical issues related to treatment, recovery, or detoxification. The Medical Assistant will support improving treatment outcomes by contributing to clients' access to high-quality care, leading to more personalized treatment plans and regular progress updates. The Medical Assistant is responsible for providing support by assisting patients and their family members before, during, and after their visit performing functions that help the clinic and a patient's care run smoothly.

**II. DUTIES AND RESPONSIBILITIES:**

- A. Receptive to working with integrated SUD treatment teams.
- B. Ability to work with diverse populations.
- C. Take vitals / review patient history.
- D. Obtaining medical histories.
- E. Monitoring health status.
- F. Providing alcoholism or drug abuse recovery or treatment services.
- G. Conduct sexual and reproductive health education, counseling, and care management and linkage.
- H. Performs a variety of office-based testing and treatments related to patient care under the supervision of clinician care. Including but not limited to testing associated with detoxification from alcohol or drugs; overseeing patient self-administered medications.
- I. Prepare and clean the room for the patient and prepare the patient for the physician encounter.
- J. Coordinates and manages patient care, including pre-certifications, referrals, authorizations, prescriptions, and patient scheduling for referrals clinic, hospitals, and other ancillary medical treatments and tests.
- K. Resolve patient concerns promptly.

**III. MINIMUM QUALIFICATIONS (SKILLS/KNOWLEDGE AND ABILITIES):**

- A. Certified Clinical Medical Assistant
- B. At least 1 – 3 years experience as a Medical Assistant preferred
- C. Bilingual strongly preferred
- D. Excellent communication, written, and verbal skills.
- E. Good computer skills and being familiar with Microsoft (Word and Excel)
- F. EMR (Exym) experience is a plus
- G. Possess a High School Diploma or GED/High School Equivalency;
- H. Successfully Complete a Medical Assisting Training Program'
- I. Pass the National Certification Exam
- J. Able to work with diverse populations
- K. Ability to work with an integrated team.

**IV. Preferred Skills**

- A. Bilingual or bicultural capabilities with Los Angeles County threshold languages: Arabic, Armenian, Cantonese, Farsi, Urdu, Khmer (Cambodian), Korean, Mandarin, Russian, Spanish, Tagalog, Vietnamese, and other Chinese languages.
- B. Knowledge and experience with electronic health records, including the SUD System of Care.
- C. Experience analyzing data and presenting data
- D. Experience with patients with co-occurring disorders.

**General Requirements and Knowledge, Skills, and Abilities (KSA's):**

- Permanent resident or U.S. Citizen; proof of work eligibility upon hiring.
- Must have three (3) years of recovery or drug free lifestyle as of the date of the application.
- Must provide proof of full vaccination and 1st Booster against Covid-19 upon hiring.
- Ability to get along well with others, be punctual, pleasant, and tactful with professional appearance and conduct.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, clients and their families, community organizations, and the general public.
- Ability to be culturally competent of age groups, gender identity, sexual orientation, spiritual beliefs, socioeconomic status, and diverse cultures.
- Ability to train and manage a team of 2-3 Intake Counselors located a different sites, and conduct weekly meetings
- Coordinate work schedules amongst the team, and be able to cover for other Intakes when needed
- Able to move/travel around other treatment sites as needed, and community-based.

**Physical Requirements:**

- Light Duty
- Must be able to remain in a stationary position 50% of the time, which includes repetitive data entry with computers. The position frequently communicates with customers and/or coworkers and must be able to exchange accurate information in these situations.
- This class is intended for positions requiring light physical effort, which may include occasional lifting to a 10-pound limit, and some bending, stooping, or squatting and occasionally ascends/descends ladders and staircase.

AADAP, INC. IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND ADHERES TO HIRING PRACTICES IN ACCORDANCE WITH FEDERAL AND STATE REGULATIONS

Reviewed By:	Manager	Date:	
Approved By:	HR	Date:	
Last Updated By:		Date:	
Employee Acknowledgement:		Date:	