



AmeriCorps Member Position Description

Position Title: AmeriCorps Suboxone Program Care Coordinator

Service Location: Jean Yawkey Place—BMC Clinic, 780 Albany Street, Boston, MA 02118

Content Supervisor: Ann Marie Kennedy, akennedy@bhchp.org

Reports to: Katie Hayward, AmeriCorps Program Manager, khayward@bhchp.org

Mission: The mission of Boston Health Care for the Homeless Program (BHCHP) is to ensure unconditionally equitable and dignified access to the highest quality health care for all individuals and families experiencing homelessness in our community.

Service and Impact Summary: The AmeriCorps Suboxone Care Coordinator will provide coordination services to patients enrolled in, or on the waitlist for, BHCHP's Office Based Opioid Treatment (OBOT) program at BMC Clinic, a large walk-in outpatient clinic. OBOT is a medication-assisted treatment program for our patients with opioid addiction, with admission to the program based on eligibility, as well as continued involvement and compliance with program requirements. The AmeriCorps Suboxone Care Coordinator will also manage the waitlist and conduct screeners. Additional duties include entering necessary information into the electronic medical record and maintaining close communication with Suboxone and clinic staff. In addition to these core responsibilities, the Care Coordinator will fulfill marginal functions around patient education, managing volunteers, training, service projects, and data reporting. The AmeriCorps member will not provide health services related to prohibited items.

These AmeriCorps member service activities and functions do not duplicate or displace BHCHP employees or volunteers, and are contingent on continued funding from Massachusetts Service Alliance and the Corporation for National and Community Service.

Essential Functions:

- Make referrals and provide resources to patients in need of non-medical services or services that support their overall health, including detoxes, transitional housing programs, food programs, transportation assistance, etc.
- Support patients in negotiating MassHealth, Social Security, and Department of Transitional Assistance-related issues
- Screen prospective patients for OBOT eligibility at JYP and BMH
- Assist patients with medical care access issues (making/keeping appointments, ensuring transportation to appointments, providing assistance to access prescriptions)
- Coordinate and collaborate with OBAT team to schedule intake appointments for patients on the waitlist
- Refer to patient's assigned PCP case manager for housing and other long-term case management goals



- Serve as a general resource and advocate to patients
- Counsel patients regarding health maintenance measures and provide opiate overdose prevention education to groups and individuals.
- Update timekeeping and system and Epic regularly to document hours and patient encounters respectively

Marginal Functions:

- Provide health education, particularly around tobacco cessation, healthy eating, cancer screenings, and overdose prevention, to patients either one-on-one or in groups
- Develop health education materials, as necessary, including bulletin boards, flyers, handouts, brochures, etc.
- Organize health fairs individually or in collaboration with the team
- Facilitate volunteer groups on a rotating basis
- Participate in required trainings and service projects
- Participate in fundraising efforts to support Member-run patient education/support programs

Eligibility Requirements:

- Must be 18 years of age or older, as required by BHCHP
- Must have a High School diploma or equivalent
- Must be a US Citizen, US National, or Permanent Resident Alien

Qualifications:

- Experience with/or interest in volunteerism and community engagement
- An understanding of multicultural issues, substance use, mental health and the complex health problems of patients experiencing homelessness
- Bilingual Spanish is preferred

Commitment requirements:

It is anticipated that the 2023-2024 year of service will begin September 5, 2023 and run through July 26, 2024.

The time requirement for this position is a minimum 40 hours/week; 1,700 hours required by the end of the term of service. The Member must serve for the length of program and meet the minimum hours served requirement to successfully complete their service year. Exact service hours will depend on the service location and assigned projects. Anticipated schedule of Monday – Friday 8:30 am – 5:00 pm, with occasional 11:00am – 7:00pm shifts, and rotating Saturdays.

Benefits:

For a 10 month full-time commitment and minimum of 1,700 hours of AmeriCorps service, members may be eligible to receive:

- A taxable living allowance of up to \$29,000



- Loan forbearance
- If eligible, taxable Segal AmeriCorps Education Award of up to \$6,095 upon successful completion of service
- Health benefits
- Child care benefits, if eligible
- Training and professional development opportunities
- Transportation stipend

BHCHP is committed to providing equal opportunities. We serve and partner with diverse organizations, and are dedicated to non-discrimination. It is our policy to ensure that all individuals with whom we are in contact are treated without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation or expression, or veteran status. BHCHP welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.