

JOB DESCRIPTION



CLASS TITLE: Substance Use Disorder (SUD) Program Coordinator

DEFINITION: Under the direction of the Deputy Chief of the Bureau of Fire Prevention and MIH performs work of moderate difficulty in planning and executing the activities of the SUD program. Regular and predictable attendance is an essential function of this position.

EXAMPLES OF DUTIES:

Assists with the development and implementation of Mobile Integrated Healthcare policies, procedures, and best practices; serves as liaison to external agencies. Conducts scheduled and unscheduled consultations for patients who are identified and enrolled in the SUD program. These consultations primarily take place in patients' homes but may also occur in other locations as dictated by patient needs. Documents and reports multiple types of detailed assessments; assists with navigating care of enrolled patients including both initial and reoccurring education on preventative care and wellness; works collaboratively with healthcare providers to assist enrolled patients with care plan adherence. These services are aimed at providing care choices to achieve the goal of allowing patients to reduce their substance use, thereby reducing preventable medical care and or death.

MINIMUM QUALIFICATIONS

Training and Experience: Wisconsin EMT-Paramedic licensure; Department approved Community EMS certification or equivalent education; Incident Safety Officer certification; three years of EMS experience with the West Allis Fire Department or equivalent or as determined by the West Allis Board of Police and Fire Commissioners. Must maintain a valid State of Wisconsin Driver's License.

Knowledge and Skills:

Considerable knowledge of:

- a) departmental policies, rules, regulations, and Operating Guidelines
- b) principles, methods, practices, and techniques of municipal fire department administration
- c) operating procedures of fire departments and limitations upon departmental authority
- d) chronic disease processes and treatment conditions including but not limited to:
 - 1. Congestive Heart disease (CHF)
 - 2. Chronic Obstructive Pulmonary Disease (COPD)
 - 3. Myocardial Infarction (MI)
 - 4. Pneumonia
- e) emergency scene safety and preservation of evidence in potential criminal investigative cases
- f) state, county, and municipal emergency management interactive services
- g) streets and locations within the city and good knowledge of federal, state, and local laws and ordinances
- h) Milwaukee County Emergency Medical Services policies and protocols
- i) emergency scene and personnel management

Considerable skill in:

- a) emergency medical assessment
- b) emergency scene safety and preservation of evidence in potential criminal investigative cases

- c) state, county, and municipal emergency management interactive services
- d) streets and locations within the city
- e) federal, state, and local laws and ordinances
- f) the use and care of all types of emergency medical equipment
- a) the application of modern principles and practices utilized in fire and EMS work and administration.
- b) public relations and public education
- a) observing situations analytically and objectively and recording them clearly and competently
- b) reacting quickly and calmly in emergencies
- c) expressing oneself clearly and concisely, both verbally and in writing
- d) working with and for the public
- e) performing work requiring good physical condition
- f) knowledge of Microsoft Office suite of products