



## **Baltimore HealthCare Access, Inc.**

### ***Baltimore Health Care Access, Inc. Position Description***

Job title: Treatment Advocate/Buprenorphine Initiative

Date revised: July 5, 2007

Reports to: Program Manager, Substance Abuse Initiatives

Classification: Non-Exempt

#### **The primary responsibilities of this position are:**

Treatment Advocate is responsible for outreaching and educating clients in 6 treatment sites about *HealthChoice* Benefits as it relates to either Medical Assistance or Primary Adult Care programs.

#### **Role:**

The Treatment advocate will work specifically with the Baltimore Buprenorphine Initiative to verify demographic information

The primary responsibilities of this position are

- The Treatment Advocate will work specifically with the Buprenorphine Initiative to enroll uninsured clients into Primary Adult Care (PAC), assist them in choosing a MCO and BUP Certified PCP.
- Tracking with Treatment Providers, clients that are being referred to PCP's for stage two of treatment
- Providing long term case management (180 days) to substance abuse clients that are enrolled in the BUP initiative.
- In addition to above, advocate will provide *HealthChoice*/MCO navigation/utilization
- Refer to relevant programs that assist residents of Baltimore City

#### **Minimum Qualifications**

- High School Diploma or GED equivalent
- Previous experience with substance abuse population/programs preferred
- Good organizational skills
- Proven ability to meet deadlines
- Ability to problem solve and demonstrate initiative in approaching complex cases
- Computer literate specifically MS Word, Excel, Access, and Outlook.

#### **Communication Skills**

Excellent oral and written communication skills required.  
Ability to work well with others

Please fax or email resumes to Brigette Morrow, Director of Human Resources

410-649-0521 phone

410-649-0531 fax

[Bmorrow@bhca.org](mailto:Bmorrow@bhca.org)