



## Cow Creek Government Office

### Opioid Treatment Program Administrator

Job Code: 2401  
Department: Medical/Behavioral Health  
Location: Roseburg, OR.  
Minimum Salary: \$110,000

#### POSITION PURPOSE:

The OTP Clinic Administrator is responsible for day-to-day operations of the opioid treatment program, with a focus on MAT. Works closely with the Medical Director to ensure high-quality healthcare delivery and serves as Program Sponsor for the clinic's strategic business plan — covering quality of services, federal/state regulatory compliance, staff development, and continuous performance improvement. Dedicated to compassionate, evidence-based recovery care. Focused on MAT (Medication Assisted Treatment) and Harm Reduction philosophy.

#### POSITION DUTIES:

##### **Leadership & Operations**

- Oversee all administrative and operational functions of the clinic.
- Implement and continuously improve clinic policies, procedures, and processes.
- Conduct performance evaluations of non-medical staff.
- Ensure committees are established and meetings conducted per policy.
- Drive member experience and community engagement strategies.
- Knowledge and implementation of trauma informed care.

##### **Compliance & Quality Assurance**

- Develop and execute Emergency Management Plans.
- Monitor and report on KPIs.
- Ensure compliance with HIPAA, Oregon Health Authority, OSHA, FDA, DEA, and CCBUTI requirements.
- Maintain security of medications, member records, and sensitive documentation.
- Maintain audit readiness.

### **Community Engagement & Growth**

- Assist with marketing initiatives and partnership development to grow/retain member census.
- Represent the clinic in the community.
- Maintain regular communication with, Medical Director, and leadership team.

### **Team Development & Member Care**

- Ensure adequate staffing levels.
- Champion a collaborative, member-centric culture.
- Foster supportive environments for staff and members.
- Ensure staff members complete all mandatory training on-hire and annually thereafter.

### **Other**

- Participate in federal/state substance abuse training and continuing education.
- Protect rights and confidentiality of all members.

### **QUALIFICATIONS:**

- Bachelor's degree in Healthcare Administration, Business, or related field (Master's preferred).
- One year of administrative experience within an opioid treatment program.
- 3-5 years of experience in healthcare management or clinical administration, including supervision, fiscal responsibilities, and growth initiatives.
- Knowledge and work within Tribal health systems preferred.
- Strong leadership skills; proven ability to operate in multi-entity healthcare environments.
- In-depth knowledge of healthcare regulations and compliance standards.
- Licensure as LCSW, LPC or CADC III with clinical supervision credentials preferred.
- No history of alcohol or other drug misuse for 3 years prior to employment.
- Ability to travel as needed (minimal).
- Must be willing to support Tribal functions on weekends (minimal).
- Current valid Oregon driver's license.