

Field Coordinator
North Carolina Professionals Health Program

Reports to: Director of Field Coordinator Services

Minimum Qualifications:

Experience: Minimum of four years of experience in appropriate clinical setting (e.g., addiction, psychiatric, community mental health and/or addictions); Must possess excellent communication skills, familiarity with computers and ability to utilize computers, cell phones, and wireless communication in performance of job duties, and ability to work independently and with strong personalities; Substance Use Disorder Counseling knowledge is required and strong personal knowledge of recovery principles is preferable.

Education: Master's degree in the social sciences is preferred. Substance Abuse Counselor Certification or Licensure is also required.

Job Description:

The Field Coordinator plays a vital role in supporting NCPHP's mission by ensuring participant accountability, providing case management, and facilitating access to appropriate clinical and community resources. This role involves a combination of fieldwork, clinical engagement, and administrative responsibilities to promote recovery and professional well-being among NCPHP participants.

Key Responsibilities:

- Ensure compliance with monitoring contracts by conducting unannounced, randomized visits to NCPHP participants within an assigned region of North Carolina. This includes occasional weekend travel and overnight stays when necessary. Collect urine drug screens and other biological specimens as required and ensure timely completion and submission of all related documentation.
- Serve as the primary point of contact for assigned participants. Review and evaluate requests for temporary changes to monitoring requirements, consulting with Directors as necessary.
- Maintain regular availability via phone and email for assigned participants. Provide on-call coverage as scheduled by the CEO or designated leadership.
- Provide ongoing case management services for NCPHP participants, tailoring support to meet individual clinical and monitoring needs.
- Interpret submitted monitoring reports from a clinical perspective, identifying any areas of concern and bringing them to the attention of appropriate NCPHP staff.
- Facilitate referrals to appropriate clinical staff within NCPHP, as well as to external community resources such as therapists or other support services, based on participant needs.

- Prepare timely progress reports as required by monitoring contracts or at the request of participants.
- Collaborate with a diverse network of professionals—including treatment providers, NCPHP staff, licensure board representatives, and other stakeholders involved in supporting NCPHP participants.
- Participate in Compliance Committee meetings and attend informal interviews with participants conducted by the North Carolina Medical Board and other relevant constituency boards.
- Support crisis situations by providing consultation, assessment, management, and recommendations for participants in need.
- Assist with preliminary intake assessments for new and current participants. Evaluate presenting concerns, identify the scope of issues, and conduct initial interventions when appropriate.
- Perform additional duties as assigned by the Director of Field Coordinator Services, CEO, or other executive leadership.