



## **Job Vacancy**

**Position:** Outreach Coordinator

**Location:** Access to Care Program, Suffolk County

***Options' Access to Care Program provides intensive case management, housing, and outreach services to low-income individuals and families with or at risk HIV/AIDS, mental illness, or other chronic illnesses.***

### **Duties:**

The Outreach Coordinator (OC) is responsible for providing outreach and engagement activities for clients referred by the Health Home, network partners or other sources. The Outreach Coordinator identifies, screens, and enrolls eligible clients to ensure access to Options care coordination program which promotes linkage development and monitors the effectiveness of linkages with other service providers. The OC coordinates and tracks the outreach activities conducted by other members of the outreach and care coordination teams, provides support for the team and is responsible for ensuring that documentation and billing records for outreach and engagement activities are complete and up to date.

### **Responsibilities:**

- Conduct client outreach and engagement monthly;
- Take the lead in tracking and coordinating clients outreach activities for the care coordination teams;
- Conduct screening for Health Home eligibility and initial intakes and health risk assessments for eligible clients to document strengths, needs, goals, and resources within Health Home timelines;
- Ensure all client contacts, home visits and back up documentation are completed in a timely manner according to program standards;
- Write progress notes daily; enter into the electronic medical records management system in a timely manner in accordance with Health Home standards;
- Educate client and family on health and human service resources, link client with care coordinator;
- Maintains effective communication with service providers, family, and collateral resources in a professional manner;
- Appropriately intervene in situations requiring immediate attention (i.e. crisis planning and intervention) to ensure safety of clients and family;
- Attend community meetings, events and networking opportunities;
- Maintain at least the minimum billing standards for the Health Home (i.e. 2 outreach services per month per client);
- Provides support to all Care Coordination teams regarding outreach activities, including interacting frequently with the members of the team to ensure coordinated activities;
- Participate in quality improvement initiatives as appropriate;
- Must use own vehicle to travel to meet clients.

**Cont.d**

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E-mail your resume to: [jobs@optionscl.org](mailto:jobs@optionscl.org)

For more information, call **(631) 361-9020 ext. 1105**



## **Qualifications:**

### ***Education***

Bachelor's degree in one of the fields listed below; or a NYS teacher's certificate for which a bachelor's degree is required; or NYS licensure and registration as a Registered Nurse and a bachelor's degree; or a Bachelor's level education or higher in any field with five years of experience working directly with persons with behavioral health diagnoses; or a Credentialed Alcoholism and Substance Abuse Counselor (CASAC).

\*QUALIFYING EDUCATION: includes degrees featuring a major or concentration in social work, psychology, nursing, rehabilitation, education, occupational therapy, physical therapy, recreation or recreation therapy, counseling, community mental health, child and family studies, sociology, speech and hearing or other human services field.

### ***Experience***

Two years of experience in providing direct services to people with Serious Mental Illness, developmental disabilities, or substance use disorders; or in linking individuals with Serious Mental Illness, developmental disabilities, or substance use disorders to a broad range of services essential to successful living in a community setting (e.g. medical, psychiatric, social, educational, legal, housing and financial services). A master's degree in one of the qualifying education fields may be substituted for one year of experience.

A valid driver's license and safe driving record are required. Must maintain valid First Aid/CPR certification.

## **Work Schedule:**

Monday through Friday, 35 hours per week.

8:00 am – 4:00 pm,

8:30 am – 4:30 pm, *or*

9:00 am – 5:00 pm

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