

ALLIANCE FOR RIGHTS AND RECOVERY, INC.
Clinic & Community Outreach Specialist

Title: Community Outreach Specialist
Division: Peer
Reports to: CORE Downstate Navigator Coordinator
Status: Full-Time, Exempt

Position Summary: The Community Outreach Specialist is a vital member of the ALLIANCE FOR RIGHTS AND RECOVERY' Peer Navigator team. The ALLIANCE FOR RIGHTS AND RECOVERY Peer Navigator Project is an innovative program designed to assist HARP enrolled individuals by connecting them with a highly trained Peer Navigator. They will accompany them throughout the process of awareness, interest, referral, enrollment, and involvement in Community Oriented Recovery and Empowerment (CORE) services.

Major Responsibilities/Activities: The Community Outreach Specialist's primary job duties are centered around reaching out to community agencies and stakeholders and forming relationships with staff at community agencies from across the state. Additional responsibilities include:

- Regularly connect with community agencies such as:
 - CORE/HCBS providers, clinics, health homes, care management organizations, hospitals, CPEP's, CCBHC's, and managed care organizations
- Work in tandem with the Down State Coordinator to develop content and train navigators in CORE
- Gather data related to:
 - Number of clinics engaged in the project
 - Number of HARP members in outreach
 - Number of HARP members referred to and admitted to health homes
 - Number of HARP members engaged in CORE/HCBS services
 - The length of time it takes from 1st outreach effort to enrollment in CORE/HCBS
- Assist in the reporting and documentation of project oversight
- Assist in the creation of content for outreach and engagement/marketing material
- Work with the Down State Coordinator to schedule lunch and learns
- Facilitate lunch and learns with community agencies
- Weekly follow-ups and touch base meetings with clinic staff and all other referral sources
- Work with MCOs in identified regions to make them aware of this project via web-based presentations for HARP care managers
- Develop a list of HH and contacts by region
- Develop a list of CORE/HCBS providers and contacts by region
- Disseminate relevant information regarding HH and CORE/HCBS to community stakeholders
- Participate in weekly supervision with the Down State Coordinator

Requirements:

- Bachelor's degree required.

- 5+ years' experience in a community leadership setting;
- Must possess multi-tasking, organizational, strategic thinking, and relationship-building skills;
- Ability to build and maintain strong relationships with community stakeholders from around the state
- Communicates in a strong, positive, and effective manner both verbally and non-verbally.
- Excellent presentation, public speaking, and facilitation skills;
- Demonstrates a high level of personal accountability, confidentiality, and willingness to share expertise;
- Knowledge and understanding of Microsoft Office Suite and Google Products, including but not limited to MS Word, Excel, PowerPoint, Google Drive, and Docs;
- Valid driver's license and ability to travel;
- Lived experience with the mental health system preferred.

To apply, please submit a cover letter, salary requirements, and resume to hr@RightsandRecovery.org or by regular mail to ALLIANCE FOR RIGHTS AND RECOVERY, 194 Washington Avenue, #400, Albany, NY 12210 ATTN: HR Manager. www.RightsandRecovery.org. ALLIANCE FOR RIGHTS AND RECOVERY is an equal opportunity employer.