

NYAPRS, INC.
JOB DESCRIPTION

Title: Community Outreach Specialist
Division: Peer Services
Reports to: Deputy Director
Status: Full-Time, Non-Exempt

Position Summary: The Outreach Specialist engages individuals with mental health and substance use related conditions about recent enhancements to the Medicaid program that are aimed at improving care coordination and offering increased access to a broad range of recovery supports.

Major Responsibilities/Activities:

- Locates, engages and provides information to individuals with mental health and substance use related conditions in a broad variety of community settings
- Encourages enrollment into the local Health and Recovery Plans, Health Homes and Home and Community Based Services
- Works in collaboration with the other program staff and partners to identify agencies and settings to conduct outreach;
- Completes detailed written record of activities;
- Reports to and meets with NYAPRS supervisor on a regular basis;
- Attends trainings as required and assigned by supervisor;
- Maintains personal wellness; and
- Performs other duties as required and assigned.

Requirements:

- Ability to locate and engage current or prospective Medicaid beneficiaries from a variety of backgrounds in a variety of community settings
- Ability to convey information about complex issues in easy to understand terms
- Personal experience with and knowledge of the NY State mental health and/or substance abuse treatment system and the Medicaid program
- Knowledge of advocacy, self-help and empowerment programs for recipients of mental health and substance use services a plus
- Multi-lingual capability a plus
- Ability to complete basic documentation requirements regarding work activities.
- Flexible schedule occasionally including evenings and week-ends.
- Must have own vehicle, clean driving record, and adequate automobile insurance coverage.
- Must have internet/email access.