



January 15, 2018

Community Outreach Coordinator

Position Summary: The Community Outreach Coordinator is responsible for developing and maintaining relationships with current and potential referral sources and facilitating the admissions process of incoming clients to the Crisis Recovery Services Program. The Coordinator is essential in developing and nurturing these relationships as they relate to program development and referral sources within the community through on-going facilitation of tours, marketing events, and attendance at relevant conferences, phone contacts, and statewide assessments. Also responsible as the first point of contact for entering into agreements with referral sources, ensuring their appropriateness with respect to rates, and authorized services while under the supervision of the Clinical Director of Acute Services. Other duties as assigned. **EOE**

Job Requirements: Bachelor's degree preferred with at least one to three (1-3) years of marketing experience working in the addictions treatment field providing outreach, education, and marketing activities. Eligibility for certifications including CAC, CRC, or related credentials will be considered in lieu of a Bachelor's with at least three to five (3-5) years of relevant experience. Valid Connecticut Driver's license, current/valid automobile insurance and registration with clean driving record is required.

ESSENTIAL JOB FUNCTIONS: (Please refer to Job Description for complete requirements)

- Knowledge and expertise of services available within specific population of commercial insurance-based and fee-for-service clients with mental health and substance use disorders.
- Responsible for implementing marketing and outreach programs to increase awareness of program and services.
- Ability to triage the acuity and needs of potential clients and conduct assessments as indicated
- Makes appropriate treatment recommendations based on clinical presentation.
- Works with families and referral sources on program functions and day-to-day operations
- Effectively communicates with key members of the team regarding potential admits and clients ready for admission.
- Collaborates directly with VP of Development and Marketing on all marketing strategies and efforts.
- Works effectively with contractual fee-for-services and commercial-based insurances.
- Multi-tasks in a fast-paced environment demonstrating organization, planning, and time-management skills while maintaining dedication to customer service.

Please forward letter of intent along with updated resume to:

Angel Cyr

Human Resource Recruiting Coordinator

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or

Email: Acyr@continuumct.org