

NYAPRS, INC.
Clinic Outreach Specialist

Title: Clinic Outreach Specialist
Division: Peer
Reports to: Director of Peer Navigator Project
Status: Full-Time, Exempt

Position Summary: The Clinic Outreach Specialist is a vital member of the NYAPRS' Peer Navigator team. The NYAPRS 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 Clinic Outreach Specialist's primary job duties are centered around reaching out to clinic directors and forming relationships with staff at clinics from across the state. Additional responsibilities include:

- Regularly connect with clinic directors and
- Work in tandem with the project director to develop content and train navigators in CORE
- Work in tandem with the project director to develop content and train call specialists
- 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 project assistant to schedule lunch and learns
- Facilitate lunch and learns with clinic staff
- Weekly follow-ups and touch base meetings with clinic staff
- Develop content and make presentations (both in-person and/or web-based) to clinic staff on CORE services
- 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 clinicians.
- Facilitate project meetings as scheduled
- Participate in weekly supervision with the project director

Requirements:

- Bachelor's degree required. Master's degree in social work or related field preferred;
- 5+ years' experience in a clinical setting;
- Must possess multi-tasking, organizational, strategic thinking, and relationship-building skills;
- Ability to build and maintain strong relationships with OMH clinical staff 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@nyaprs.org or by regular mail to NYAPRS, 194 Washington Avenue, #400, Albany, NY 12210 ATTN: HR Manager. www.nyaprs.org. NYAPRS is an equal opportunity employer.