

POSITION TITLE: **CLINICAL OUTREACH WORKER SPANISH  
SPEAKING PREFERRED**

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PROGRAM: **HEALTH HOMES**

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REPORTS TO: **DIRECTOR OF HEALTH HOMES**

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## **MAJOR RESPONSIBILITIES**

**Conduct Outreach activities for the Health Home program.**

## **DETAILED RESPONSIBILITIES**

- ◆ Act as a member of the outreach team to reduce emergency hospital visits.
- ◆ Act as an on-site liaison at a field location.
- ◆ Outreach to individuals for medical documentation for enrollment in Health Home Program.
- ◆ Conduct intake and enrollment into the Health Home program when appropriate.
- ◆ Make referrals of enrolled individuals to the Director of Health Home.
- ◆ Keep accurate documentation of outreach activities.
- ◆ Generate monthly reports to be submitted to Director.
- ◆ Conduct outreach to providers of consented members to secure documentation for program eligibility.
- ◆ Communicate and work with medical, behavioral, and other service providers to secure the necessary supporting documentation for eligible members into Health Home Care Coordination services.
- ◆ Other assigned responsibilities are deemed necessary by Director.

## **QUALIFICATIONS:**

- ◆ Good organizational and verbal skills are a must.
- ◆ Excellent written and verbal communication skills are required.
- ◆ Proficiency with standard computer software (Word, Excel, Access, Outlook, and Microsoft applications), etc.
- ◆ Ability to work in a diverse cultural environment in a professional manner required.
- ◆ Good attention to detail is required.
- ◆ **Must pass the hospital screening process**
- ◆ ***Bi-Lingual (Preferred)***

I have read and understand the above description.

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_

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### EDUCATION/TRAINING/EXPERIENCE

Associate's Degree or High School Diploma or GED with five (5) years of work experience in the Human Services field.

OR

Bachelor's degree in one of the fields listed below:

- 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

OR

- Credentialed Alcoholism and Substance Abuse Counselor (CASAC) with two years of experience in providing direct services to people with Serious Mental Illness, developmental disabilities, alcoholism, or substance abuse; or linking individuals with Serious Mental Illness, developmental disabilities, alcoholism, or substance abuse 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 listed education fields may be substituted for one year of experience.

Good organizational and verbal skills are a must.

- ❖ **REQUIRED :**
- ❖ **A Valid Driver's License and Insured Vehicle with 100/300 Bodily Injury Insurance.**
- ❖ **If staff, clients, and family members test positive, EOC of Suffolk, Inc. requires you to take a COVID PCR test as needed or assigned.**
- ❖ **PPD(TB TEST with proof of results)**

### CATEGORY

- ♦ **NON-EXEMPT**

I have read and understand the above description.

Print name: \_\_\_\_\_

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