

EMPLOYMENT OPPORTUNITY

Intake Coordinator/Outreach Worker

Posted: July 26, 2021 Closing: August 6, 2021

The Intake Coordinator is responsible for the admission and registration of incoming patients, and they are often the first employee patients' encounter. The intake coordinator makes sure that all required patient information is received and processed. The intake coordinator is also often tasked with clerical duties such as managing paperwork, handling data entry & will work 40 hours per week.

The outreach worker works to engage and educate the community about the organization and its goals. The outreach worker is the primary point of contact and organizer for the organization. The outreach worker will act as a liaison with community partners to further the organizations goals for community.

Preference will be given to individuals with the following qualifications:

- Determine need for case management intervention
- Initiate contact to gather required clinical and demographic data from patient and sources
- Schedule assessments and complete necessary paperwork
- Review referrals and verify all physician information
- Understanding of Recovery and Addictions is an asset
- Knowledge of First Nation communities and socio-cultural systems and specific health needs
- To have knowledge of and willingness to actively support traditional healing practices
- Training and experience with client assessment
- Possession of highly acute verbal, auditory, visual and written communication skills
- Computer skills and proficiency with MS PowerPoint, MS Word and MS Excel
- Criminal records check
- First Aid and CPR Training, is preferred
- Must be actively practicing your "Self-care" or "Personal Wellness" plan
- Living a lifestyle free of addictions for a minimum of 3 years
- Salary is commensurate to your qualifications

All applicants will be screened according to suitability. Only those considered for an interview will be contacted. Interested applicants please submit your resume with a cover letter and three written job related letters of reference to Executive Director at lisa.r@kackaamin.org & Administrator at cheryl.g@kackaamin.org. A Criminal Record Check will be required.

7830 Beaver Creek Road
Port Alberni, BC
V9Y 7K3