

**Job Title:** Outreach Director - MAT (CORC)

**Reports To:** Program Manager (CORC)

**About CLARE | MATRIX:**

CLARE | MATRIX is a nonprofit organization providing effective and compassionate treatment, recovery, and prevention services for alcoholism and substance abuse to individuals, families, and the community.

Since 1970, CLARE | MATRIX has provided quality substance abuse and mental health treatment to men, women, and children in southern California.

Through programs run by a compassionate, committed, results-oriented team of counselors, therapists, and administrators, CLARE | MATRIX continues to build its reputation as a leader in Evidence-Based Treatment practices and continues to break new ground in the areas of positive outcomes, outreach, research, and community involvement.

Headquartered in Santa Monica, CA, CLARE | MATRIX maintains 18 facilities in the Southern California region; providing services to participants in a manner consistent with its Core Values: Compassion, Teamwork, Integrity, Empowerment and Adaptability.

**Summary:** The Outreach Director will be responsible for community engagement for CLARE | MATRIX's outpatient treatment program in San Bernardino County. This individual will design, implement and maintain an Outreach and Engagement Plan, establishing relationships and partnerships with other stakeholders in the community and increasing service activities for our treatment program. In addition to the interpersonal skills required for community outreach, this individual is also expected to be knowledgeable in substance use disorder treatment and prevention and may be required to provide educational presentations to partnering agencies, stakeholders and consumers. This position will be supervised by the Clinic Director of C | M's San Bernardino County clinic.

**Responsibilities and Duties:**

**Marketing**

- In partnership with outside agencies, develop marketing strategies and print materials as part of an Outreach and Engagement Plan, connecting prospective patients with C | M's outpatient treatment services.

**Public Relations**

- Create and implement a public relations strategy that generates awareness about CLARE MATRIX's treatment services, including Medication Assisted Treatment (MAT).

**General Community Outreach**

- Create and implement an outreach plan to educate patients and/or their families on substance use disorders and treatment (including MAT) and connect them with services.

COMPASSION – TEAMWORK – INTEGRITY – EMPOWERMENT – ADAPTABILITY

- Create a referral network for prospective patients
- Educate community groups on the availability and local accessibility of SUD services.

**Medical Community Outreach**

- Identify and educate medical professional groups on MAT using the CLARE MATRIX project experts (a prescribing physician and psychiatrist) via continuing education trainings
- Promote and drive attendance to continuing education trainings
- Follow up with training attendees to connect them with resources in becoming an x-waivered prescriber of buprenorphine

**Knowledge, Experience & Skills:**

The ideal candidate will have

Preferably have a minimum of a bachelor's degree (B.A. or B.S.).

- Extensive case management experience within the substance use disorder field; prefer graduate level education in social work (MSW) or other behavioral health related field
- Be knowledgeable and have a supportive attitude on current medications used to assist in the treatment of substance use disorders.
- History of performing in a professional capacity.
- Willing to follow CLARE|MATRIX personnel policies.
- Able to work the hours and days required by position being considered.
- Ability to demonstrate strong interpersonal skills in professionally communicating with referring agencies and CLARE|MATRIX staff alike.

**Medical History:**

All employees whose functions require or necessitate contact with client or food preparation shall complete a health screening report or a health questionnaire. Health screening report or health questionnaire will be provided upon hire. For all residential employees a health screening report be completed and signed off by a medical practitioner signature for clearance. All outpatient employees will complete at minimum a self-report screening questionnaire.

TB test are to be conducted under licensed medical supervision not more than 60 calendar days prior to or 7 calendar days after employment and renewed annually from the date of the last tuberculosis test. Staff with a known record of tuberculosis or record of positive testing shall not be required to obtain a tuberculosis skin test. Unless there is documentation that the staff completed at least 6 months of preventive therapy, the staff shall be required to obtain, within 45 calendar days of employment, a chest x-ray result and a physician's statement that he/she does not have communicable tuberculosis and has been under regular care and monitoring for tuberculosis. A chest x-ray within the prior 6 months is acceptable. The physician's statement shall be renewed annually.

**Physical Demands:**

COMPASSION – TEAMWORK – INTEGRITY – EMPOWERMENT - ADAPTABILITY

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

**Work Environment:**

This job will be primarily located at the CLARE|MATRIX's offices in Santa Monica, CA. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

By my signature, I acknowledge that I have received and reviewed a copy of this job description:

\_\_\_\_\_  
Employee Printed Name and Signature

\_\_\_\_\_  
Date

CLARE|MATRIX is an equal opportunity/affirmative action employer. CLARE|MATRIX does not discriminate because of gender, sexual orientation, race, religion, age or physical, mental or sensory challenges. No qualified applicant will be denied employment sole on the basis of having or not having a prior history of alcoholism or other drug addiction.