

Job Description:

Client Support Specialist/Outreach

The Client Support Specialist/Outreach will be responsible for outreach and client support for the CCEP Program. The Client Support Specialist/Outreach shall report directly to the Program Director.

Duties and Responsibilities:

- Assist the CCEP Program with day to day operation
- Provide supportive services to pregnant adult clients with substance abuse issues
- Responsible for direct outreach
- Follow up with community programs and local agencies
- Assist with navigating the clients through the program and secure referrals
- Facilitate client based groups, workshop and activities
- Ability to be patient and juggle multiple roles simultaneously
- Demonstrate sensitivity to the issues and concerns of the populations served by the program
- Ability to maintain professional boundaries with residents and staff
- Ability to work as a team member
- Ability to travel locally for outreach and client services
- Must be organized and able to handle multiple projects and deadline
- Be flexible for a wide range of tasks from the routine and predictable to the unique and unexpected
- Regular attendance and punctually expected

These Duties and Responsibilities are subject to change as deemed appropriate and necessary by Program Directors and Senior Staff members.

Qualifications:

1. Bachelor degree preferred with at least three years or relevant work
2. Experience working with substances abuse
3. Knowledge of community resources
4. Strong computer, research and communications skills with proficiency in Microsoft Office programs (Word, Excel, PowerPoint)
5. Knowledge of training methodologies and assessments
6. Must have a valid New Jersey Driver's License