



## Communications Coordinator

*Evergreen Health is growing! We want employees who are bright, compassionate, and have enthusiasm for our mission. Successful candidates are innovative thinkers who are committed to making a positive impact on our WNY community.*

### **The Opportunity:**

The **Communications Coordinator** serves as the principal copywriter for the Association. They are responsible for the conception, creation, and management of content for all agency communications, including: intranet system, advertisements, print publications, brochures, donor letters, website, promotional lobby screens, etc. Additionally, the Communications Coordinator oversees the maintenance and development of the Association's intranet system, used for internal communications. *Qualified Candidates should possess a Bachelor's degree in English, Journalism, Communications, Marketing or a related field, and three (3) years' experience copywriting or producing content. Short-form writer with Public Relations or Journalism experience preferred. Must be able to communicate clearly and professionally, work well under pressure/tight deadlines, and possess excellent written/verbal/organizational skills. Sensitivity toward cultural diversity, HIV and lifestyle issues is essential.*

### **About the Association:**

The Evergreen Association is a nonprofit, multi-agency service group with the mission of fostering healthy communities throughout Western New York. We provide medical, pharmacy, housing, mental health, nutrition, transportation, and syringe exchange services, as well as health education, health promotion, and disease-specific prevention programs to over 13,000 individuals from within our five facilities located in Buffalo and Jamestown, NY. Our staff practices an intentionally thoughtful approach to delivering improved health outcomes, particularly for individuals and families affected by poverty, addiction, stigma, and/or other significant life challenges. We specialize in serving those who are dealing with multiple chronic diseases, such as HIV/AIDS, diabetes and heart disease, mental health challenges, and substance abuse, and provide a number of services created to assist sexual minorities, whose needs are often not met by mainstream providers. The Evergreen Association is an equal opportunity employer committed to maintaining a diverse workforce. We encourage women and members of other minority groups, including people of color, to apply. We offer competitive salaries, excellent benefits and a generous paid time off package. *\* This policy states Evergreen Health position on discrimination. This policy applies to all Evergreen Health Services (and its affiliates) employees, volunteers, members, clients, patients and contractors.* Evergreen Health and its affiliates follow an equal opportunity employment policy and employs personnel without regard to age, race, color, ethnicity, national origin, religion, marital status, sexual orientation, gender, gender identity, gender expression, physical or mental ability, veteran status, and/or military obligation.

**We offer competitive salaries, excellent benefits and a generous paid time off package.**

Job Type: **Full-time**

Required education: **Bachelor's**

Required experience: - **Copywriting (3 years)** - **Marketing (1 year)** – **Communications (1 year)**

**How should applicants apply?** Applicants should submit their cover letter and resume to [career@evergreenhs.org](mailto:career@evergreenhs.org).



## Director of Nursing

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### **The Opportunity:**

The **Director of Nursing** is responsible for overseeing and/or coordinating essential medical practice administrative functions within Evergreen Medical Group. He/she will also be responsible for overseeing all aspects of front desk operations, laboratory functions, referrals and medical care coordination. *Qualified Candidates have Bachelor's in Nursing (or higher), a current license to practice as a Registered Nurse in NY state, and a minimum of 3 years clinical supervisory experience. Familiarity with electronic medical record software (Medent) preferred. Fluent in reading, writing, and speaking English (Spanish a plus). Must be able to communicate clearly and professionally in writing and verbally. Familiarity with computers and MS Office software (Outlook, Word) preferred. Demonstrate personal integrity and responsibility. Sensitivity toward cultural diversity, HIV/AIDS and lifestyle and addiction issues essential.*

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Job Type: **Full-time**

Required education: **Bachelor's**

Required experience: - **Nursing (5 years) - Clinical Supervisory (3 years) – Nurse Management (5 years)**

Required license: **Registered Nurse (RN)**

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## Mental Health Counselor

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### **The Opportunity:**

The **Mental Health Counselor** is responsible for providing assessment, treatment plan development, primary supportive psychotherapy, and referral as indicated for individuals dealing with a variety of mental health and substance use issues. Clients are referred from a variety of sources both within and outside of Evergreen Health Services. Excellent organization and communication skills required to provide therapy within an integrated behavioral health/primary care setting. *Qualified Candidates must have a Master's degree in related field AND possess a LMHC, LMSW, LCSW, or LCSW-R. Preferred candidates also have an established NPI number for billing services. Must be able to communicate clearly and professionally, bilingual-Spanish, a plus; demonstrate personal responsibility and integrity. Able to show initiative and an ability to work independently and in group settings. Sensitivity to and experience with cultural diversity, Harm Reduction, LGBTQ population, Substance Use population and HIV/AIDS issues is essential. Salary range \$43,000/yr to \$50,000/yr based on experience.*

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Job Type: **Full-time**

Required education: **Master's**

Required experience: - **Mental Health Counseling (2 years)**

Required license: **LMHC, LMSW, LCSW, or LCSW-R**

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## PrEP Specialist

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### **The Opportunity:**

The **PrEP Specialist** promotes and supports access to Pre-Exposure Prophylaxis (PrEP) to those at the highest risk of contracting HIV in order to keep these individuals HIV negative. He/she provides behavioral and adherence counseling to patients receiving PrEP treatment and provides education, outreach, promotion and/or training to patients, staff and the community. The PrEP Specialist will strive to increase the number of patients receiving PrEP, medical care and support. *Qualified Candidates must have Associate degree and/or one year of qualifying experience\*; or Associate degree and specific proficiency knowledge and outreach experience surrounding PrEP therapy. Sensitivity to cultural and socio-economic diversity, lifestyle issues including MSM and other target populations, and HIV/STI risk knowledge/assessment. Must be able to communicate clearly and professionally and possess computer skills sufficient to complete assigned tasks and work independently and as a member of a team. ("Qualifying Experience" means verifiable full or part-time experience in patient care, outreach and/or relevant training surrounding PrEP therapy/coordination with populations at high risk for or living with HIV/AIDS.)*

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**Job Type: Full-time**

**Required education: Associate**

**Required experience: - Patient Care, Outreach and/or relevant training surrounding PrEP therapy/coordination with populations at high risk for or living with HIV/AIDS (1 year)**

**How should applicants apply?** Applicants should submit their cover letter and resume to [career@evergreenhs.org](mailto:career@evergreenhs.org).



## Care Coordinator

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### **The Opportunity:**

The **Care Coordinator** is responsible for working with individuals and families to reduce utilization associated with avoidable and preventable inpatient stays, to reduce utilization associated with avoidable emergency room visits, to improve outcomes for persons with mental health illnesses and/or substance use disorders and to improve disease-related care for chronic conditions. *Candidate will have a Bachelor's degree in health, human or education services and one year of qualifying experience or Associate's degree in health, human or education services and two (2) years of qualifying experience or an LPN with two (2) years qualifying experience. Fluent in both English and Spanish, preferred. Must possess a valid NYS Driver's License and an insured, dependable car to use for client service activities, including transporting clients when necessary. Sensitivity to HIV/AIDS, addiction and LGBT issues essential.*

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Job Type: **Full-time**

Required education: **Bachelor's**

Required experience: - **Health and Human Services (1 year) - Care Coordination/Case Management (2 years)**

Required license: **Valid Driver's License**

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