



Administrative Assistant

The Opportunity:

The **Administrative Assistant** provides reception and administrative support for executive-level staff. He/she will warmly greet and screen visitors, politely and professionally answer the telephone, direct guests, and answer general questions. The Administrative Assistant will order supplies, maintain the room booking calendar, and coordinate food orders and set-up for department meetings. He/she will maintain the orderliness of the kitchen, reception area, boardroom and mail area. The Administrative Assistant will also be responsible for invoice processing, compiling board packets, and working on special projects as they are assigned.

Qualified Candidate will have a high school diploma and two years of experience in a clerical support position. Attention to detail and computer efficiency in MS Outlook and Word required. Excellent typing and editing/proofreading skills highly desired.

About the Association:

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

Job Type: **Full-time**

Required education: **High School Diploma**

Required experience: **Clerical Support in an office setting**

Applicants should submit their cover letter and resume to career@evergreenhs.org.



Administrative Assistant | Information Systems

The Opportunity:

The **Administrative Assistant for Information Systems** provides reception and administrative support for the Information Systems department. He/she serves as receptionist, providing quality customer service, in the Information Systems area directing clients, visitors, and vendors, answers telephone calls and processes mail. The Administrative Assistant will prepare purchase orders, create and type correspondence and schedule meetings.

Qualified Candidate will have an Associate degree in Secretarial Science, and two (2) years of experience in an office setting OR an equivalent combination of education and experience. Ability to communicate clearly and professionally, in person, in writing, and on the phone, with vendors and staff required. Excellent typing and editing/proofreading skills also required. Must have ability to use sound judgment in decision-making, familiarity with fax, copy and postage machines, and work independently when necessary. Attention to detail and computer proficiency in MS Outlook, Excel and Word required. Sensitivity to HIV/AIDS and lifestyle issues essential.

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

Job Type: **Full-time**

Required education: **Associates OR Equivalent combination of experience and education**

Required experience: **Clerical Support in an office setting (2 years)**

Applicants should submit their cover letter and resume to career@evergreenhs.org.



Care Coordinator

Southern Tier

2 Openings

The Opportunity:

The **Care Coordinator for the Southern Tier** counties will be responsible for providing health home services to 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 illness and/or substance use disorders and to improve disease-related care for chronic conditions.

Qualified 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 LPN with two (2) years qualifying experience. "Qualifying Experience" means verifiable full or part-time experience in care coordination with the following populations: person with a chronic illness, and/or persons with a history of mental illness, homelessness, or chemical dependence. Experience with families preferred. Candidate must possess valid NYS driver's license and insured, dependable car to use for client services activities including transporting clients, when necessary. Sensitivity to HIV/AIDS, addiction, and LGBT issues essential.

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

Job Type: **Full-time**

Required education: **Bachelors (plus 1 year experience); OR Associate's (plus 2 years experience); OR LPN (plus 2 years experience)**

Required experience: **care coordination with the following populations: person with a chronic illness, and/or persons with a history of mental illness, homelessness, or chemical dependence**

Additional requirements: **Valid NYS driver's license and insured, dependable car**

Applicants should submit their cover letter and resume to career@evergreenhs.org.

BUFFALO BUSINESS FIRST



2017 BEST PLACES TO WORK



Care Coordinator

The Opportunity:

The **Care Coordinator** is responsible assessment, planning, coordination, monitoring and evaluation, working with individuals and families to the following outcomes: 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.

Qualified Candidate will have a Bachelor's degree in health, human or education, and one (1) year of qualifying experience; OR Associate's degree, and minimum two (2) years of qualifying experience; OR Licensed Practical Nurse, and minimum two (2) years of qualifying experience; Qualifying experience means verifiable full- or part-time experience in care coordination or case work with the following populations: persons with HIV infection, and/or persons with a history of mental illness, homelessness, or chemical dependence. 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 and lifestyle issues is essential.

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

Job Type: **Full-time**

Required education: **Bachelors (plus 1 year experience); OR Associate's (plus 2 years experience); OR LPN (plus 2 years experience)**

Required experience: **care coordination with the following populations: person with a chronic illness, and/or persons with a history of mental illness, homelessness, or chemical dependence**

Additional requirements: **Valid NYS driver's license and insured, dependable car**

Applicants should submit their cover letter and resume to career@evergreenhs.org.



Front Desk Clerk

The Opportunity:

The **Front Desk Clerk** provides all receptionist, clerical, organizational and data reporting support to Evergreen Medical Group. He/she collaborates with and supports team members to ensure a patient focused approach to care. Essential functions of the role include, but are not limited to: Serving as receptionist for the medical practice area, directing clients/patients in the office while handling incoming calls; Scheduling of all new and existing patients; Providing a positive, welcoming, customer service-oriented experience for the patient; and Serves as receptionist for the medical practice area directing clients/patients in the office while handling a variety of incoming calls for Evergreen Medical Group. Accurately schedules all new and existing patients; Providing a positive, welcoming, customer service-oriented experience for the patient.

Qualified Candidate will have a high school diploma and two years of experience in a front desk support position, in a medical office setting. Must be able to communicate clearly and professionally in writing and verbally. Attention to detail and computer efficiency required. Experience with EMR (Electronic Medical Records) systems strongly preferred. Excellent typing and editing/proofreading skills highly desired.

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

Job Type: **Full-time**

Required education: **High School Diploma**

Required experience: **Front desk support, in a medical office setting (2 years)**

Preferred Experience: **Working in EMR systems**

Applicants should submit their cover letter and resume to career@evergreenhs.org.



Front Desk Clerk Southern Tier

The Opportunity:

The **Front Desk Clerk** provides all receptionist, clerical, organizational and data reporting support to Evergreen Medical Group. He/she collaborates with and supports team members to ensure a patient focused approach to care. Essential functions of the role include, but are not limited to: Serving as receptionist for the medical practice area, directing clients/patients in the office while handling incoming calls; Scheduling of all new and existing patients; Providing a positive, welcoming, customer service-oriented experience for the patient; and directing clients/patients in the office, while handling a variety of incoming calls for Evergreen Medical Group. The Front Desk Clerk accurately schedules all new and existing patients; Ensures the placement of patients with appropriate providers based on specialty and credentialing parameters; Ensures verification and eligibility of all insurances the day of appointment and Utilizes the EMR system for timely and accurate data entry.

Qualified Candidate will have a high school diploma or GED; and two years of experience in a front desk support position, in a medical office setting. Must be able to communicate clearly and professionally in writing and verbally. Attention to detail and computer efficiency required. Experience with EMR (Electronic Medical Records) systems (Medent) strongly preferred. Knowledge of medical terminology preferred. Excellent typing and editing/proofreading skills highly desired.

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

Job Type: **Full-time**

Required education: **High School Diploma**

Required experience: **Front desk support, in a medical office setting (2 years)**

Preferred Experience: **Working in EMR systems**

Applicants should submit their cover letter and resume to career@evergreenhs.org.



Human Resources Assistant

The Opportunity:

The **Human Resources Assistant** (HR Assistant) will be responsible for providing administrative and clerical support to the Human Resources department in a variety of activities, processes, and initiatives, while maintaining a high level of security and confidentiality. Essential functions of the HR Assistant will include verifying and maintaining documentation relating to personnel activities and records, ensuring accuracy and completeness of documents within the files, and performing background and reference checks for prospective employees; researching licensure and education credentials, as required.

Qualified Candidate will have an Associate degree in Human Resources or related field (preferred) and two (2) years of Human Resources and Administrative experience OR an equivalent combination of education and experience. Candidate must be able to communicate clearly and professionally in writing and verbally. Attention to detail, familiarity with computer MS software and experience with ADP strongly preferred. Excellent typing and editing/proofreading skills also preferred. Candidate should possess valid NYS driver license, insurance and a dependable car to use for out of office business. Must be able to handle PHI, and other sensitive material, maintaining the highest level of confidentiality while displaying sound judgment. Sensitivity toward cultural diversity, HIV/AIDS and lifestyle and addiction issues essential.

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

Job Type: **Full-time**

Required education: **Associates (Human Resources or related field) (Preferred)**

Required experience: **Human Resources and administrative experience (2 years)**

Applicants should submit their cover letter and resume to career@evergreenhs.org.



Information Technology Technician II

The Opportunity:

The **Information Technology (IT) Technician II** is responsible for providing assistance in the operations and implementation of Information Technology for the Evergreen Association. The IT Technician II works with staff, at all locations, to provide computer hardware and software support where needed, including support for copiers, printers and association-issued mobile devices (tablets, laptops, smart phones, etc.) The IT Technician II will also act as Project Lead for IT hardware and software systems research, implementation and maintenance, providing training, as needed, on iPad/iPhone Agreement, BYOD Policy, and UUA Agreement.

Qualified Candidate will have an Associate degree (or equivalent) in Computer Science or related field. Candidate will have (minimum) five (5) years of experience in Information Technology field, providing support in computer hardware and software, Microsoft Office Suites (2007 or later), and Microsoft Server environment. CompTIA A+ or similar certification(s) preferred. Basic SQL query logic required.

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

Job Type: **Full-time**

Required education: **Associate (Computer Science, or related field)**

Required experience: **Information Technology; IT Support; Microsoft Office Suites; Microsoft Server (5 years)**

Other requirements: **Basic SQL query logic**

Applicants should submit their cover letter and resume to career@evergreenhs.org.



Licensed Practical Nurse

The Opportunity:

The **Licensed Practical Nurse** is responsible for working with the Evergreen Substance Use and Addiction Medicine Program, performing duties to include; collecting urine toxicology, taking vitals, triaging patients, assisting medical staff with various medical procedures including but not limited to; prior authorizations, lethality assessments, linkage to inpatient treatment/detox, medication administration, recording patient information and ensuring exam rooms are stocked.

Qualified candidate will have a current Licensed Practical Nursing license, and minimum one (1) year experience within a medical practice. EMR (Electronic Medical Record) knowledge required. Must be able to communicate clearly and professionally, demonstrate personal responsibility and integrity. Ability to handle Protected Health Information (PHI) in a manner consistent with HIPAA a must. Able to show initiative and an ability to work independently and collaboratively, in group settings. Sensitivity to and experience with cultural diversity, Harm Reduction, LGBTQ population, Substance Use population and HIV/AIDS issues is essential.

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

Job Type: **Full-time**

Required license: **Licensed Practical Nurse**

Required Experience: **Working as LPN within medical practice (1 year)**

Applicants should submit their cover letter and resume to career@evergreenhs.org.



Medication Assisted Treatment (MAT) Coordinator

The Opportunity:

The **Medication Assisted Treatment (MAT) Coordinator** is responsible for comprehensive coordination of low-threshold access to medication assisted treatment at Evergreen Health to increase the amount of individuals linked to the program and provide the necessary support to keep them engaged. He/she will identify and address barriers and develop realistic and achievable plans within the Hub program. He/she collaborates with and supports team members to ensure a low-threshold, patient focused approach to care.

Qualified Candidate will have a Bachelor's degree OR Master's degree AND two (2) years working in substance use or related field; OR Associate degree and four (4) years of professional experience in substance use or related field. Familiarity with electronic charting systems (EMR) (Medent) required. Comprehension of Medication Assisted Treatment (MAT) necessary. Sensitivity to HIV/AIDS, addiction and LGBT issues essential. Candidate must possess valid NYS driver's license and insured, dependable car to use for client services.

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

Job Type: **Full-time**

Required education: **Bachelor's (Master's preferred) plus experience (2 years); OR Associate's plus experience (4 years)**

Required experience: **Substance Use or related field**

Applicants should submit their cover letter and resume to career@evergreenhs.org.



Medical Records Specialist

The Opportunity:

The **Medical Records Specialist** is responsible for completing, acquiring and sending patient medical records, and for inputting patient medical information into the electronic medical record (EMR) system for Evergreen Primary Care, Sexual Health, Anoscopy, PrEP, and Behavioral Health. He/she collaborates with and supports team members to ensure a patient-focused approach to care.

Qualified Candidate will have an Associate degree, or be in current pursuit of secondary education, in Health Information Technology, or related field. Candidate should have two years of related experience, handling patient medical records, and working EMR systems (Medent preferred). Knowledge of medical terminology required. Strong attention to detail and data accuracy required. Sensitivity to HIV/AIDS, addiction and LGBT issues essential.

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

Job Type: **Full-time**

Required education: **Associate (Health Information Systems) OR be currently pursuing secondary education**

Required experience: **Patient Medical Records (2 years)
EMR Systems (2 years)**

Applicants should submit their cover letter and resume to career@evergreenhs.org.



Patient Health Navigator

The Opportunity:

The **Patient Health Navigator** is responsible for assisting the Care Coordination teams as needed with essential activities of Case Management. The Patient Health Navigator will assist the Care Coordination teams in achieving the following outcomes: Reduce utilization associated with avoidable and preventable inpatient stays; reduce utilization associated with avoidable emergency room visits; improve outcomes for persons with mental health illness and/or substance use disorders; and improve disease-related care for chronic conditions.

Qualified Candidate will have a Bachelor's degree (preferred) OR an Associate degree in health, human services, or education AND one (1) year of experience in care coordination with the following populations: persons with a chronic illness, and/or persons with a history of mental illness, homelessness, or chemical dependence. Experience with families preferred. Sensitivity to HIV/AIDS, addiction and LGBT issues essential. Candidate must possess valid NYS driver's license and insured, dependable car to use for client services.

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

Job Type: **Full-time**

Required education: **Bachelor's OR Associate**

Required experience: **Care Coordination, or Case Management (1 year)**

Applicants should submit their cover letter and resume to career@evergreenhs.org.



Referral Coordinator

The Opportunity:

The **Referral Coordinator** will receive referrals to the Hub program, including those from other area service providers, Evergreen's SEP, law enforcement, and hospital systems. He/she will identify barriers and develop realistic plans for drug users around their health, mental health, and medication assisted treatment needs. He/she will also collaborate with the Director to coordinate outreach efforts in the community on behalf of the low-threshold services provided through the Hub program.

Qualified Candidate will have a Bachelor's degree OR Master's degree AND two (2) years working in substance use or related field; OR Associate degree and four (4) years of professional experience in substance use or related field. Sensitivity to HIV/AIDS, addiction and LGBT issues essential. Candidate must possess valid NYS driver's license and insured, dependable car to use for client services.

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

Job Type: **Full-time**

Required education: **Bachelor's (Master's preferred) plus experience (2 years); OR Associate's plus experience (4 years)**

Required experience: **Substance Use or related field**

Applicants should submit their cover letter and resume to career@evergreenhs.org.



Registered Nurse

The Opportunity:

The **Registered Nurse** is responsible for performing the duties of a registered nurse in the primary care facility. He/she collaborates and supports with team members to ensure a patient-focused approach to care. He/she assesses the physical and psychosocial status of patients by means of interview, health history and physical examinations; Ensures patient flow is managed efficiently while maintaining a high quality of care. He/she conducts patient education to increase knowledge of disease process, terminology, medication, assessment tools (routine labs) and treatment options using clinician recommendations, educational tapes, booklets, Internet resources, HIV magazines and journals. He/she performs triage for telephone calls from patients and directs them to appropriate avenue for treatment. He/she makes appropriate referrals to other healthcare providers and consults with, or refers patients to, providers as per treatment protocols.

Qualified Candidate will have a current license to practice as a Registered Nurse in New York State; Current BCLS (Basic Cardiac Life Support) certification; One (1) year experience in a medical office setting, preferably in an HIV/AIDS or other infectious disease practice. Demonstrated phlebotomy skills required.

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. 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 license: **Registered Nurse (New York State)**

Required experience: **Medical office setting (preferably in an HIV/AIDS or other infectious disease practice) (1 year)**

Required certificate: **BCLS (Basic Cardiac Life Support) certification**

Applicants should submit their cover letter and resume to career@evergreenhs.org.



Registered Nurse

Southern Tier

The Opportunity:

The **Registered Nurse** is responsible for performing the duties of a registered nurse in the primary care facility. He/she collaborates and supports with team members to ensure a patient-focused approach to care. He/she assesses the physical and psychosocial status of patients by means of interview, health history and physical examinations; Ensures patient flow is managed efficiently while maintaining a high quality of care. He/she conducts patient education to increase knowledge of disease process, terminology, medication, assessment tools (routine labs) and treatment options using clinician recommendations, educational tapes, booklets, Internet resources, HIV magazines and journals. He/she performs triage for telephone calls from patients and directs them to appropriate avenue for treatment. He/she makes appropriate referrals to other healthcare providers and consults with, or refers patients to, providers as per treatment protocols. Position requires travel throughout the Southern Tier including Jamestown, Olean and Dunkirk Clinic sites.

Qualified Candidate will have a current license to practice as a Registered Nurse in New York State; Current BCLS (Basic Cardiac Life Support) certification; One (1) year experience in a medical office setting, preferably in an HIV/AIDS or other infectious disease practice. Demonstrated phlebotomy skills required. Must have valid NYS driver license.

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. 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 license: **Registered Nurse (New York State); Driver License**

Required experience: **Medical office setting (preferably in an HIV/AIDS or other infectious disease practice) (1 year)**

Required certificate: **BCLS (Basic Cardiac Life Support) certification**

Applicants should submit their cover letter and resume to career@evergreenhs.org.