



The Evergreen Association
Current Openings

Here we grow again! Join our team of innovative thinkers and enthusiastic game changers!

BUFFALO BUSINESS FIRST



2017 BEST PLACES TO WORK

Administrative Assistant | Marketing

Buffalo, NY

The Marketing Administrative Assistant is responsible for assisting with daily operations, including scheduling meetings/meeting rooms and processing invoices.

Job Type: **Full-time**

Required education: **Bachelor's (plus 1 year experience) OR Associates (plus 3 years experience)**

Required experience: **Administrative in an office setting**

Additional requirements: **Ability to communicate clearly and professionally in writing and verbally; Familiarity with MS Office software (Outlook and Word, essential)**

Care Coordinator

Buffalo, NY

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.

Job Type: **Full-time**

Required education: **Bachelor's (plus 1 year experience); OR Associates (plus 2 years experience)**

Required experience: **Working with persons with a chronic illness, mental illness, homelessness, and/or chemical dependence**

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

Care Coordinator (Southern Tier)

2 Openings

Jamestown, NY

Jamestown, NY

The Care Coordinator is responsible for case management to reduce utilization associated with avoidable and preventable inpatient stays, reduce utilization associated with avoidable emergency room visits, improve health outcomes for persons with mental health illness and/or substance use disorders, and improve disease-related care for chronic conditions.

Job Type: **Full-time**

Required education: **Bachelor's (plus 1 year experience); OR Associates (plus 2 years experience)**

Required experience: **Working with persons with a chronic illness, mental illness, homelessness, and/or chemical dependence**

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

Clinical Care Coordinator

2 Openings

Buffalo, NY

The Clinical Care Coordinator provides the activities of case management for clients with a diagnosis of Severe Mental Illness (SPMI), substance use disorder, other chronic health conditions and clients enrolled in Health and Recovery Plans (HARP)

Job Type: **Full-time**

Required education: **Master's (plus 1 year experience); OR Bachelor's (plus CASAC and 5 years experience)**

Required experience: **Working directly with people living with Severe Mental Illness (SMI) and Substance Use Disorder (SUD) (Post-graduate)**

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

Clinical Care Coordinator

Jamestown, NY

Jamestown, NY

The Clinical Care Coordinator provides the activities of case management for clients with a diagnosis of Severe Mental Illness (SPMI), substance use disorder, other chronic health conditions and clients enrolled in Health and Recovery Plans (HARP)

Job Type: **Full-time**

Required education: **Master's (plus 1 year experience)**

Required experience: **Working directly with people living with Severe Mental Illness (SMI) and Substance Use Disorder (SUD)**

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



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2017 BEST PLACES TO WORK

Clinical Systems Specialist

Buffalo, NY

The Clinical System Specialist is responsible for assisting in the management, operations and implementation of Electronic Medical Record Systems for Evergreen Association.

Job Type: **Full-time**

Required education: **Associate's**

Required experience: **Utilizing Electronic Medical Record software (2 years); Training**

Content Marketing Associate

Buffalo, NY

The Content Marketing Associate is responsible for assisting with marketing operations, including maintenance of social media platforms and employee Intranet; collaboration on written and creative content; tracking and compiling campaign reports; and general copywriting and proofreading support.

Job Type: **Full-time**

Required education: **Bachelor's (Marketing or related field)**

Required experience: **Marketing; Social Media Maintenance (in a professional setting) (1 year)**

Correctional Services Specialist

Buffalo, NY



The Correctional Services Specialist is responsible for the development, coordination, and implementation of HIV prevention activities specifically targeted to high risk, incarcerated men and to engage the target population into the interventions offered in the Criminal Justice Initiative.

Job Type: **Full-time**

Required education: **Associate's (Health/Human Services or related)**

Required experience: **Coordinating and providing services directly to clients within a correctional setting (2 years)**

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

Data Assistant

Buffalo, NY

The Data Assistant provides clerical, organizational and data reporting support to Evergreen Health with a concentration on Evergreen Medical Group's (EMG) Medical Case Management/Grant Specialist staff.

Job Type: **Full-time**

Required education: **Associate's**

Required experience: **Administrative/Data (2 years)**

Engagement & Education Specialist

Buffalo, NY



The Engagement and Education Specialist is responsible for providing and promoting cultural competency and related training on the experiences and service needs of the LGBTQ community to service providers and businesses throughout WNY.

Job Type: **Full-time**

Required education: **Bachelor's (Communications, Education, Social Work or related)**

Required experience: **Providing community-based training or education programs (3 years)**

Additional requirements: **Valid NYS Driver's License and an insured, dependable car**



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2017 BEST PLACES TO WORK

Front Desk Clerk (Bilingual)

Buffalo, NY

The Front Desk Clerk provides all receptionist, clerical, organizational and data reporting support to Evergreen Primary and Specialty Care. They collaborate and support with team members to ensure a patient focused approach to care. **Candidate must be bilingual (Able to comprehend, speak, read and write English and Spanish languages)**

Job Type: **Full-time**

Required education: **High School Diploma**

Required experience: **Front desk support, in a medical office setting (2 years); Working in EMR systems (preferred)**

Additional requirement(s): **Bilingual (Able to comprehend, speak, read and write English and Spanish languages)**

Front Desk Clerk

Jamestown, NY

Jamestown, NY

The Front Desk Clerk provides all receptionist, clerical, organizational and data reporting support to Evergreen Primary and Specialty Care. They collaborate and support with team members to ensure a patient focused approach to care.

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**

Harm Reduction Counselor

Buffalo, NY



The Harm Reduction Counselor is responsible for providing risk reduction programs and services to people at risk for HIV/STI/HCV infection/transmission, according to protocols established by Community Access Services. The Harm Reduction Counselor conducts intakes, including the provision of prevention education, behavioral risk assessment, and making linkages.

Job Type: **Full-time**

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

Required experience: **Providing direct client services, working in HIV/AIDS care or health/social services**

Health & Wellness Counselor

Buffalo, NY

The Health & Wellness Counselor is responsible for assessing for appropriate service enrollment, developing service plans with goals, monitoring participant progress, reporting health outcomes of enrolled patients of the Health & Wellness Center and linkages of education and community resources. The candidate will be responsible for managing a caseload and motivating participants to set and reach health goals.

Job Type: **Full-time**

Required education: **Master (plus 1 year exp.) Bachelors (plus 2 years exp.) (Health/Human Services, preferred)**

Required experience: **Working with patients living with HIV/AIDS, behavioral health, substance abuse or other chronic illnesses**

Health & Wellness Program Assistant

Buffalo, NY

The Program Assistant provides secretarial, administrative, data entry and program support for the Health & Wellness Center. The Program Assistant also assists Wellness Counselor(s) with scheduling patient appointments for intakes, assessments and programming activities.

Job Type: **Full-time**

Required education: **Associate's OR Equivalent combination of training and experience**

Required experience: **Receptionist or clerical role in a non-profit setting (2 years)**

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2017 BEST PLACES TO WORK

Housing First Retention Counselor

Buffalo, NY

The Housing First Retention Counselor provides case management, housing search and counseling, and life skills training services for the Evergreen Housing First Program. Case management services include developing, securing, and coordinating services to meet the individual needs of program enrollees.

Job Type: **Full-time**

Required education: **Bachelors (plus 1 year) OR Associates (plus 2 years) (Health/Human Services)**

Required experience: **Care Coordination with persons with chronic illness, and/or persons with a history of mental illness, homelessness, or chemical dependence**

Housing Navigation Assistant

Buffalo, NY

The Housing Navigation Assistant participates as a member of Evergreen Health's Housing team, engaging and assisting PLWHA (People Living With HIV/AIDS) who are in need of behavioral healthcare. The Housing Navigation Assistant is familiar with the program's targeted communities, helping clients to build connections with providers and increasing client comfort levels.

Job Type: **Part-time, Casual**

Required education: **High School Diploma or GED**

Required experience: **PLWHA (People Living With HIV/AIDS)**

Housing Resource Specialist

Buffalo, NY

The Housing Resource Specialist is responsible for and provides direct service and advocacy for clients seeking assistance in locating and securing permanent housing. The Housing Resource Specialist must have a thorough understanding of the resources needed to assist clients with securing safe, affordable and adequate housing.

Job Type: **Full-time**

Required education: **Bachelors (Human Services or Social Sciences, preferred)**

Required experience: **Human Services (1 year)**

Required license: **Valid NYS Driver License, with insured, dependable vehicle (for client services)**

Medical Case Manager

Buffalo, NY

The Medical Case Manager is responsible for comprehensive coordination of medical care (and linkage to supportive services and retention in care) to improve health outcomes for patients of Evergreen's Primary and Specialty Care Practice. The Medical Case Manager will identify and address barriers to support the improvement of patient outcomes, retention and adherence, collaborating with and supporting team members to ensure a patient focused approach to care.

Job Type: **Full-time**

Required education: **Bachelor's (plus 1 year experience)**

Required experience: **Working with persons with a chronic illness, and/or persons with a history of mental illness, homelessness, or chemical dependence**

Mental Health Counselor

Buffalo, NY

The Mental Health Counselor is responsible for providing assessments, treatment plan development, primary supportive psychotherapy, and referrals as indicated for individuals dealing with a variety of mental health and substance use issues.

Job Type: **Full-time**

Required education: **Master's**

Required experience: **Working with persons with chronic illness, mental health and/or substance use issues (5 years)**

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

Additional requirements: **Experience using EMR (Medent) systems (preferred)**

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Phlebotomist

Buffalo, NY

The Phlebotomist is responsible for assisting medical practice staff with phlebotomy, diagnostic testing and all related laboratory functions, documentation and patient retention needs. The Phlebotomist performs all patient diagnostic testing including phlebotomy, toxicology and other in-house diagnostic testing.

Job Type: **Full-time**

Required certification: **Phlebotomy**

Required experience: **Phlebotomy in a medical office setting (1 year)**

Additional requirements: **Experience using EMR systems (Medent preferred)**

Program Assistant (CAS)

Buffalo, NY



The Program Assistant provides for all clerical support and administrative organization for Community Access Services. The Program Assistant works closely the Program Manager, Administrative Assistant and Executive Director in reviewing and handling matters related to the program functions. The Program Assistant will provide customer service to clients and visitors.

Job Type: **Full-time**

Required education: **HS Diploma or Associate's (Office Administration or related field)**

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

Program Manager

Buffalo, NY



The Program Manager oversees the monitoring and evaluation of multiple grant programs with varying requirements offered by Community Access Services to ensure the completion of projected services and fulfillment of performance outcomes. The Program Manager conducts administrative functions to support the day-to-day operations of the programs.

Job Type: **Full-time**

Required education: **Bachelor's (Health and Human Services or related field)**

Required experience: **Direct Client Service; Managing Prevention/Health Care Program(s) (2 years)**

Registered Nurse (RN)

Jamestown, NY

Jamestown, NY

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. The RN 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. Requires travel throughout the Southern Tier incl. Jamestown, Olean and Dunkirk sites.

Job Type: **Full-time**

Required license: **Registered Nurse (RN) (New York State)**

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

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

Registered Nurse—STI (RN)

Buffalo, NY

The Registered Nurse—STI is responsible for providing health screening services and follow-up for patients utilizing Evergreen Health's walk-in testing program seeking HIV testing, Hepatitis C and/or Sexually Transmitted Infection (STI) screenings.

Job Type: **Full-time**

Required license: **Registered Nurse (RN) (New York State)**

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

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

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Training Support Specialist

Buffalo, NY

The Business and Planning Analyst supports Training and Talent Management efforts, and Corporate Compliance. Responsibilities for this role include assisting in planning, coordination, development and implementation of training and compliance programs

Job Type: **Full-time**

Required education: **Bachelor's (plus 2 years experience) OR equivalent combination of education and experience**

Required experience: **Employee Development, Compliance, or related**

Additional requirements: **Ability to communicate clearly and professionally in writing and verbally; Strong attention to detail and organization skills; Ability to work independently**