



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

Multiple Openings

Buffalo, 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**

Care Coordinator (Southern Tier)

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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Community Health Worker

Buffalo, NY

The Community Health Worker conducts outreach and engagement efforts, assists clients in self-advocacy and self-management, accompanies clients on clinical and supportive service appointments, assists the Case Manager during some interventions, and assists the Health Educator during selected sessions.

Job Type: **Full-time**

Required education: **High School Diploma**

Required experience: **Professional experience working with HIV/MSM communities**

Additional requirement(s): **Valid NYS driver's license with a dependable vehicle (for client services activities)**

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)**

Enrollment Navigator

Buffalo, NY

The Enrollment Navigator provides access to medical services and medications for all New York State residents with, or at risk of acquiring, HIV/AIDS. The goals of the Enrollment Navigator is to empower individuals to seek, access, receive medical care and prescription drugs without cost.

Job Type: **Full-time**

Required education: **Bachelors**

Required experience: **Working with insurance programs and/or HIV services (preferred) (2 years)**

Additional requirement(s): **Valid NYS driver's license with a dependable vehicle (for client services activities)**



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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)**

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 Educator

Buffalo, NY

The Health Educator will provide health education to PLWHA (people living with HIV/AIDS) within the Western New York region, including individual and group education on topics related to treatment options, viral suppression and skills needed for self-care.

Job Type: **Full-time**

Required education: **Bachelors**

Required experience: **Working with HIV/AIDS, behavioral health, substance use and/or other chronic illnesses (2 years)**

Additional requirement(s): **Valid NYS driver's license with a dependable vehicle (for client services activities)**

Housing Retention Counselor

Buffalo, NY

The Housing Retention Counselor provides independent living and retention counseling services to individuals receiving regular monthly assistance from the Housing Assistance Program . Services include independent living skills assessment, identification of barriers to maintaining housing and serving as the liaison to the care team for all matters that relate to housing needs.

Job Type: **Full-time**

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

Required experience: **Working with person with a chronic illness, and/or persons with a history of mental illness, homelessness, or chemical dependence (Experience with families preferred)**

Additional requirement(s): **Valid NYS driver's license with a dependable vehicle (for client services activities)**

Medical Assistant

Buffalo, NY

The Medical Assistant performs a variety of duties and responsibilities in a manner that places emphasis on quality of care and customer service, collaborating with medical staff to ensure a patient-centered approach to care. The Medical Assistant prepares patients for provider visits and/or procedures by taking vital signs; Maintains exam rooms; and performs various clerical duties.

Job Type: **Full-time**

Required education: **High School Diploma**

Required experience: **Working in a healthcare/medical practice**

Required certification: **CMA (AAMA); CPR**

We offer competitive salaries, excellent benefits and a generous paid time off package
Applicants should submit their cover letter and resume to career@evergreenhs.org



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Medical Records Specialist

Buffalo, NY

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.

Job Type: **Full-time**

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

Additional requirements: **Patient Medical Records (2 years); EMR Systems (2 years)**

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)**

Training Support Assistant

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**