



# Baltimore HealthCare Access, Inc.

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**One Calvert Plaza • 201 East Baltimore Street • Suite 1000 • Baltimore, Maryland 21202**

**Job title:** *Information and Referral Assessor*

**Date revised:** *March 3, 2011*

**Reports to:** *Director, Addiction Outreach Services*

**Classification:** *Non-Exempt*

Nonprofit seeks qualified candidate to assess Baltimore City residents for Substance Use Disorders and make referrals for treatment. The candidate is required to have a Bachelors degree in health or human services from an accredited college or university, have a CAC certification or higher and at least 2 years experience with the Substance Use population.

**Role:** The I&R Assessor will work with Baltimore City residents who are trying to access drug treatment to determine an appropriate level of care and connect them to the proper service.

**The primary responsibilities of this position are:**

The I&R Assessors will provide assessment and referral for drug treatment. This individual is responsible for screening walk-in clients as well as call-in clients for Substance Use Disorders and securing an appointment for the appropriate level of care. They will maintain relationships with treatment programs to collect information about availability of appointments and outcome of all referrals. Other responsibilities include:

- Enroll uninsured clients into Medical Assistance programs
- Provide short term case management (30-60 days) to clients that are enrolled in treatment and need assistance obtaining insurance.
- In addition to above, advocate will provide *HealthChoice/MCO* navigation/utilization
- Refer to relevant programs that assist residents of Baltimore City
- Conduct phone outreach to those referred for treatment who didn't keep their appointment and attempt to reengage the person who was assessed.
- Submit assessment information to referral agency
- Maintain record keeping in adherence with confidentiality laws, prepare reports and other correspondence as needed.

**Minimum Qualifications**

- Bachelors degree in health or human service field
- Certification or licensure as an Alcohol and Drug Counselor by the Board of Professional Counselors and Therapists
- Previous experience with substance abuse population/programs preferred
- Good organizational skills
- Proven ability to meet deadlines
- Ability to problem solve and demonstrate initiative in approaching complex cases
- Computer literate specifically MS Word, Excel, Access, and Outlook.
- Excellent oral and written communication skills required.
- Ability to work well with others

Please fax or email resumes to Brigette Morrow, Director of Human Resources

410-649-0521 phone

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