

THE LAKE COUNTY ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES (ADAMHS) BOARD IS SEEKING CANDIDATES FOR A FULL-TIME COMMUNITY OUTREACH SPECIALIST.

About the ADAMHS Board:

The ADAMHS Board is responsible for planning, funding, and evaluating Lake County's mental health and addiction recovery services. Those services are delivered through a network of providers.

Position Overview:

- Community presentations on a range of behavioral health related topics
 - Research
 - Potential topics for presentations
 - Potential audiences for presentations
 - Current information and statistics that support those topics
 - Monitor "best practices" and make appropriate recommendations to ADAMHS management re incorporating those into presentations*
 - Oversight/organization
 - Coordinate/manage various meetings, trainings, task forces, and coalitions
 - Events
 - Represent the ADAMHS system at various community and system events
 - Promotion
 - Photos/overviews of presentations for use on social media
 - Coordinate with Director of Community/Public Affairs re pre-promoting presentations and other coverage
 - Tracking/reporting
 - Maintain accurate records of presentations and submit to supervisor as required
 - Track data relative to current behavioral health trends
 - Community Rapport
 - Cultivate and maintain professional relationships with providers, public agencies, and other entities
 - HIPPA compliance
 - Maintain confidentiality and comply with Health Insurance Portability and Accountability Act
 - Other duties as assigned by the Executive Director and/or Director of Quality and Clinical Operations
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Required:

- Bachelor's degree
 - At least four years' related experience
 - Strong presentation skills
 - Strong organizational skills
 - Strong competencies in Microsoft PowerPoint and Excel
 - Teamwork/communication-focused work ethic
 - Schedule flexibility (some weekend/after-hours duties will occur)
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To apply:

Mail cover letter with salary requirements, resume and references to:
Christine Lakomiak, Director of Quality and Clinical Operations
Lake County ADAMHS Board • One Victoria Place • Painesville, OH 44077
You may also email those documents to clakomiak@lakeadamhs.org.

Resumes must be received no later than October 4, 2019 to be considered.

No phone calls please.



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