

## **JOB POSTING: Community Outreach Liaison**

CommQuest is currently seeking a CommQuest is currently seeking a **Community Outreach Liaison** to provide a path to our services, representing the organization among the community stakeholders who share CommQuest's mission. The **Community Outreach Liaison** will be responsible for identifying community partners and referral sources and building strong relationships to ensure CommQuest is top-choice when making referral decisions. The **Community Outreach Liaison** must be able to effectively communicate with referral sources and potential connections. The work schedule is primarily Monday through Friday, day shift. Must be available and willing to accommodate attendance for community events when required.

### **Full-Time Benefits!!!!!!**

- 80 hours annually of PTO (paid time off)
- 80 hours annually of sick time
- 16 hours annually of Mental Health/Personal leave
- Ten paid holidays on an annual basis
- Health, Dental, Vision insurance, etc. – eligible first of the month following start date
- CommQuest 403b with employer match
- Workshop/CEU and licensure reimbursement annually

### **Job Duties include:**

- Identifies potential community partners and referral sources in Stark and the surrounding counties (when appropriate, more broadly) and builds strong relationships to ensure CommQuest is top-of-mind when making referral decisions.
- Outreach includes recovery community, medical providers, courts, attorneys (including defense attorneys who may need resources for clients), other behavioral health agencies and other addiction recovery providers whose services CommQuest can supplement.
- Develops relationships in the business community to become a provider of choice.
- Spends 75% of time in direct, daily outreach, with much of that out in the community in face-to-face interactions.
- Introduces CommQuest and establishes ongoing contact that will build a referral relationship.
- All other duties as assigned.

### **Minimum Qualifications:**

- High School Diploma or GED equivalent is required
- Must have reliable transportation
- Confidence and capability to proactively meet new people who share the CommQuest mission and create connections
- Must have basic computer skills including MS Office

**CommQuest Services is one of the largest nonprofit mental health, addiction recovery, and social services organizations in Northeast Ohio, working with clients from over 34 counties in 12 facilities through 20+ programs.**

**We serve our clients through outpatient services, school based mental health services, substance abuse prevention programs, residential facilities, a detox facility, homeless shelter, a social and payee center, and many more. Are you interested in CommQuest, but don't see a job you are interested in right now? Send us your story, resume and qualifications to [HR@commquest.org](mailto:HR@commquest.org).**

*We are an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.*