



Position Vacancy

Job title: Addiction Treatment Advocate

Date revised: August 12, 2009

Reports to: Program Manager, Addiction Outreach Services

Classification: Non-Exempt

The primary responsibilities of this position are:

The Addiction Treatment Advocate is responsible for outreaching and educating addiction treatment consumers about *HealthChoice* Benefits as it relates to either Medical Assistance or Primary Adult Care programs.

Role: The Addiction Treatment Advocate will work with treatment providers in Baltimore City to receive referrals for uninsured/underinsured clients at their facilities.

The primary responsibilities of this position are

- Enroll uninsured clients into Primary Adult Care (PAC) and other public health insurance programs and assist them in choosing an MCO and identifying a primary medical provider
- Provide short term case management (30-60 days) to clients that are enrolled in treatment and need assistance obtaining insurance.
- Provide HealthChoice/MCO navigation/utilization
- Refer to relevant programs that assist residents of Baltimore City

Minimum Qualifications

- High School Diploma or GED equivalent
- 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.

Communication Skills

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
410-649-0531 fax
bmorrow@bhca.org