



Hope For The Warriors and the Cohen Veterans Network have partnered to open a clinic in the community of Jacksonville, North Carolina. This is one in a series of clinics across the country that make up the Cohen Veterans Network, but this location is in conjunction with the 501c3 non-profit Hope For The Warriors. Both entities serve the post-9/11 veteran community with a focus on the well-being of that community through individualized care. All clinic positions will operate from the Cohen Veterans Clinic at Hope For The Warriors in Jacksonville. Clinic staff are part of the Hope For The Warriors Team.

Job Description: Outreach Manager

Position Overview

The Outreach Manager will be responsible for referral of clients to the Cohen Veterans Clinic at Hope For The Warriors through outreach to community partners including veteran-service organizations, military service organizations, the U.S. Department of Veterans Affairs, law enforcement, educational institutions, the faith-based community and other local partners. The Outreach Manager will also participate in peer-to-peer communication, presentations, and other outreach engagements as needed. Recruitment will focus on reaching veterans who served in Iraq and Afghanistan wars and their family members.

Responsibilities

- Conduct outreach with potential referral sources; foster positive ties with veteran, government, military and community organizations.
- Develop and implement effective outreach strategies to match the specific aims of the Clinic and Hope For The Warriors.
- Host and attend clinic and community events as a representative of the Clinic and Hope For The Warriors.
- Report outreach efforts weekly and collaborate with clinical personnel to continuously improve the outreach process.
- Adheres to internal controls established and performs other duties as assigned.

Qualities

- Ability to communicate clearly and effectively via oral or written means. Ability to present a friendly and positive demeanor to parents, school personnel, licensing, staff and the general public. Ability to make public presentations.
- Ability to remain calm and maintain self-control in the midst of difficult circumstances and emergencies. Ability to respond in a professional manner in all situations.
- Ability to set work priorities and to evaluate and create solutions to work related problems. Ability to think analytically and evaluate the impact of decisions.
- Ability to plan ahead several months to a year. Ability to keep various on-going projects organized and files maintained accurately. Above normal levels of concentration and memory required. Requires good time management practices and the ability to meet multiple deadlines.
- Ability to train, evaluate and guide employees. Ability to delegate and ensure follow through. Ability to provide feedback in a respectful and constructive manner.



Qualifications

- Bachelor's degree.
- 2-3 years in outreach and marketing activities. Significant military experience. Prior experience in mental health outreach within community and/or veteran organizations is preferred. Marketing experience is highly desirable. Strong organizational, interpersonal and communication skills. Outgoing, pleasant, professional manner; the ability to create and maintain contacts in the community; and clear articulation in providing informative presentations about the Cohen Clinic.
- Must maintain regular and acceptable attendance at such level as is determined in the employer's sole discretion.
- Driver's License with clear record.
- Must have daily use of a vehicle without prior notice.
- Must be available and willing to travel to various locations and with such frequency to conduct screenings and intakes at designated satellite locations. Must not pose a direct threat or significant risk of substantial harm to the safety or health of himself/herself or others.
- Proficient knowledge of Word, Excel, Publisher, Access; PowerPoint a plus. 70 WPM, 98% accuracy.
- Strong math skills, 10 key by touch, proof reading skills.
- Knowledge of outreach and marketing strategies.