



**The AMAAD Institute**  
Arming Minorities Against Addiction & Disease

**Job Posting**

<b>Position:</b>	Recruitment & Referral Coordinator	<b>Division:</b>	Youth Diversion
<b>Status:</b>	100% Full-Time, Regular	<b>Salary:</b>	D.O.E.
<b>Probation:</b>	180 Days	<b>Benefits:</b>	Employer Paid

The AMAAD (*Arming Minorities Against Addiction & Disease*) Institute is seeking to hire a **Recruitment and Referral Liaison and Coordinator** for Project R.O.A.R. (Restoration, Outreach, Advocacy, & Resiliency) Recruitment and Referral Liaison and Coordinator will have an important role in working hand-in-hand with formerly incarcerated participants to find appropriate options and processing applications for AMAAD's youth and young adult diversion programs for Black LGBTQ+ youth and young adults and other communities of color disproportionately impacted in Los Angeles communities. The Recruitment and Referral Liaison and Coordinator must be culturally competent with an understanding of AMAAD's overall organizational approach, which is informed by the belief that the entire community benefits when individuals have access to support services that help to manage their lives in a manner that embraces their self-defined ethnic identification, sexual orientation, and/or gender-expression.

**Responsibilities:**

- Recruitment and engagement with organizations and agencies serving the priority population
- Presenting, speaking, and organizing with and to youth-serving alliances and coalitions
- Implements peer-to-peer counseling that may include motivational interviewing techniques
- Responsible for receiving referrals and engaging with clients through outreach, retention, and reengagement strategies.
- Responsible for outreach and engagement of clients through telephone calls, digital engagement, and ongoing communication.
- Oversees management, collection, and review of client records and collateral materials, which include, but is not limited to: social histories, psychological evaluations, judicial records, previous substance use/ treatment information, CPS reports, etc.
- Coordinates peer groups and events.
- Screens referrals/applicants for program eligibility requirements.
- Conducts appropriate search and linkage to services for all program participants.
- Builds library or list of open / available consumers program to assist all candidates.
- Collects program data to assist with the completion and submission of progress reports.
- Provides mediation services, as appropriate
- Completes data entry and charting/documentation expectations within the timelines established by the Program for service delivery per Agency requirements and provides services consistent with program needs pursuant to funding source directives, AMAAD protocol and HIPAA compliance requirements.
- Interacts with other internal programs, support staff and external sources such as applicable.

## **Qualifications and Skills**

- Covid-19 vaccination (Moderna, Pfizer, or Johnson & Johnson).
- Bachelor's degree in social work, psychology or related field or equivalent experience.
- Knowledge of the criminal justice system and the needs of returning citizens in South L.A.
- Ability to establish and maintain effective working relationships with clients and staff of all levels
- Excellent speaking and writing abilities.
- Knowledge for use of computer systems such as Microsoft Office (Word, Excel, PowerPoint).
- Valid California driver's license and current automobile insurance.

## **Attributes:**

- Guided by a clear set of Core Values and Behaviors - Humble, Hungry, Mission Driven and People Smart, you will join an impressive group of individuals and contribute your diverse set of experiences, skills, and characteristics to the organization
- Accepts guidance and responds well to feedback
- Displays maturity, good judgment, enthusiasm, and personal motivation
- Strong interpersonal skills including the ability to anticipate workload and effectively cultivate and leverage relationships with colleagues to meet deadlines
- Collaborative entrepreneurial spirit, ability to multi-task and prioritize concurrent projects and day- to-day tasks within a high production and fast-paced environment.

**Submit Cover Letter and Resume to: [jobs@amaad.org](mailto:jobs@amaad.org)**

*The AMAAD Institute is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*