

**McALISTER INSTITUTE**  
**1400 N. JOHNSON AVE. SUITE 101**  
**EL CAJON, CA 92020**  
**619-442-0277**

## **JOB ANNOUNCEMENT**

**POSITION: Homeless Outreach Coordinator**  
**(San Marcos / National City)**  
Bilingual (English/Spanish) may be required on some positions  
May be full-time or part-time depending on position  
Standard Benefits Included; Salary DOE

The homeless outreach coordinator reports directly to the program manager. H/she is primarily responsible for outreach to the homeless in the geographic region of an outpatient drug and alcohol treatment and recovery program for English- and Spanish-speaking women and adolescents, including pregnant and parenting women and adolescents and their children. Duties include:

- Represent the agency and provide community outreach to homeless or near homeless individuals with primary substance use conditions; provide appropriate referrals and distribute information.
- Conduct bio-psychosocial assessment, short-term case management, and linkages to substance abuse, health, mental health, and social services as needed.
- Develop and maintain positive relationships with referral agencies in appropriate outreach region.
- Adhere to all program documentation to include end-of-month process, client files/encounters, and any reporting systems.

**Qualifications, Skills, Knowledge And Experience:** Must be actively working toward a recognized State of California Alcohol and Drug certification with two years' experience, or possess a recognized State of California Alcohol and Drug certification with two years' experience. May also possess Bachelor's degree in human services field with one year of experience working with alcohol and drug related issues and addictions (state AOD certification still required). All staff and volunteers must be free of parole and probation for at least one year. Must have a valid California driver's license or identification and have a clear driving record. Ability to meet the varied treatment and recovery needs of adults and their families in a multi-cultural environment. Must be willing to keep current in public health, emergency services, and other required training. Exception to qualification requirement: Staff actively working toward certification such as outlined above with at least one year experience in alcohol and drug services, who receives formal supervision from an on-site staff person meeting the previously defined qualification criteria. Employee will be drug-tested prior to hire and drug test results will be negative for illegal drug use, including marijuana. Must be willing to keep current in public health, emergency services and other required training. Must pass criminal background clearance. May require bilingual English/Spanish for some positions.

***QUALIFIED APPLICANTS ARE INVITED TO SEND OR FAX  
RESUMES TO 619- 442- 1101 or EMAIL TO:  
[jobs@mcalisterner.org](mailto:jobs@mcalisterner.org)***