

## ***Admissions Coordinator***

Hope Center Ministries exists to help those struggling with drug and alcohol addiction find the hope that only Jesus Christ can bring. We are not a typical substance abuse treatment program but rather are a Christian discipleship program focused on providing our residents with structure and sanity through Christ.

We are opening new locations in the Oklahoma City/Stratford/Ada, OK area and are seeking an Admissions Coordinator. This person will be responsible for finding residents in need of treatment for admission into our facilities and for proactively building connections with legal and other entities in this area to further that purpose. This position entails a large amount of travel within the area. You will be responsible for designing your own schedule to best accommodate the needs of your own functions and the needs of the facilities you will be working with.

Typical duties include, but are not limited to:

- Speaking to potential residents and/or family members or other referrers (courts, probation/parole officers, other treatment programs, churches, etc.) to screen for qualification
- Arranging or providing transport for residents to a facility
- Meeting with potential residents in jails
- Actively participating in conferences and other events concerning substance abuse treatment
- Maintaining strong working relationships with courts, corrections, other treatment programs, advocacy groups, etc.
- Being a strong evangelist and a public face for the organization
- Maintaining legal reporting requirements and arranging court appearances for residents

This is a salaried position, but it includes performance-based incentives that are determined by your activity regarding admissions. Compensation for travel expenses are also provided.

You should expect to work judicial systems and municipalities in several different counties in this area of Oklahoma, including, but not limited to:

- Oklahoma County
- Cleveland County
- Garvin County
- McClain County
- Hughes County
- Pontotoc County
- Seminole County

We are looking for a highly motivated and self-starting individual who understands the nature of addiction and who preferably has some ministry experience. Above all else, we are seeking someone who can show the love of Christ to our men and women. Submit your resume now and/or apply on our website at the link below.

<https://www.hopecm.com/careers>