

## EMPLOYMENT OPPORTUNITY

### Recovery Navigator Specialist

The Recovery Navigator specialist will serve as the RNP's Outreach Coordinator and be expected to spend most of their time in the field connecting directly with referred individuals who might need case management or ongoing referrals to external services. Time in the field will also include visiting community-based organizations. This position will report to the Recovery Navigator Program Coordinator. This will be a full time position at 37.5 hours per week.

#### JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Build rapport and connect with individuals who have been referred to the program, with the goal of connecting them to supportive services.
2. Provide short-term assistance while addressing the immediate needs of the individuals.
3. Build effective relationships with community providers and partners for warm hand-offs, as well as, assisting individuals in accessing appropriate resources related to pursuing recovery and attending appointments.
4. Provide transportation resources to access treatment services and/or support in getting to an assessment appointment.
5. Follow-up with program participants in the community when there is indication of disengagement.
6. Prioritize responding to law enforcement calls in the beginning stages, with long term goal of being able to respond to any community-based and emergency response referral;
7. Coordinate with case management staff to meet the individual needs of new and existing program participants;
8. Collect and provide data points related to the individuals referred to the program.
9. Assist program coordinator and manager with data entry and tracking.
10. Assist with recruiting, training, and onboarding volunteers and interns.
11. Attends Community Action staff meetings and other meetings and trainings as required.
12. Other related duties as assigned by management.

#### QUALIFICATIONS INCLUDE:

##### Education & Experience

- Lived experience preferred and will be given priority over education and work/volunteer experience.
- AA Degree in Social Services or related field.
- Must have experience in conflict resolution and de-escalation techniques.
- Experience working with homeless population, and those with substance abuse and mental health disorders, preferred.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

##### License(s) & Certification(s)

- Valid driver's license and auto liability insurance required if personal vehicle used for work-related travel.
- Recovery Coach, Diversion, and Trauma Informed Care training preferred

- Training necessary (within 6 months of hire): Blood borne Pathogens, First Aid/CPR, Safety, Mandated Reporting, Confidentiality, HIPAA, 42 CFR Part 2, Harm Reduction, Conflict Resolution, Crisis Intervention, Suicide Prevention, Ethics, Overdose prevention, recognition, and response.

#### **Skills and Abilities**

- Spanish/English bilingual strongly desired.
- Ability to set boundaries, resolve conflict and de-escalate issues.
- Ability to work well with others and exercise strong teamwork skills.
- Ability to maintain confidentiality
- Knowledge of community resources.
- Ability to exercise safe and independent judgement.
- Ability to work independently, as well as, part of a team.
- Ability to maintain and prioritize personal safety in all environments.
- Proficient in Microsoft Office Suite applications, including Excel, Word, PowerPoint, and Outlook programs.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

**WORKING CONDITIONS / PHYSICAL REQUIREMENTS:** Work may be performed in an office environment or outside street environment. May be required to sit, stand, or walk for extended periods of time. Sufficient mobility is required for the use of office equipment and driving. Hearing and communication ability must be sufficient to perform essential job functions. ***May be frequently exposed to situational, environmental or health hazards, such as mental health issues, drug abuse/paraphernalia, domestic violence, blood, fecal matter, parasites, and communicable disease.*** Travel within and outside Agency's service area will be required for outreach, meetings, training and other job-related activities.

#### **COMPENSATION AND BENEFITS:**

Starting wage between \$18.78 - \$20.74 per hour (DOE)

Benefits include:

- Medical & Dental Insurance including Rx and Vision
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Sick and Vacation Leave
- 13 Holidays per year
- Health club discounts

*(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)*

#### **TO APPLY:**

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:  
(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at [www.communityactionskagit.org](http://www.communityactionskagit.org)

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.

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