Community Action of Skagit County
Helping People. Changing Lives.

EMPLOYMENT OPPORTUNITY

Recovery Navigator Program Coordinator

The Recovery Navigator Program Coordinator will serve as the RNP Community Engagement Coordinator and act as the contact point for all referrals to Law Enforcement Assisted Diversion (LEAD) case management. As such, this position must ensure effective and efficient communication and collaboration between all partners involved in referring and receiving referrals for LEAD. This will be a full time position at 37.5 hours per week.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Supervise, train, and support RNP Case Manager(s) and Specialist(s).
2. Serve as point of contact and primary liaison with law enforcement and others making LEAD referrals.
3. Provide initial screening and engagement with referred individuals.
4. Manage and maintain information regarding referrals in database. Keep detailed case notes of client interactions.
5. Provide street outreach to engage referred individuals and help facilitate client engagement with assigned case manager.
6. Support case manager in finding individuals when necessary. Coordinate with Recovery Navigators and Street Outreach Specialist as necessary.
7. Assist with implementing and monitoring Community Engagement plans. Develop education and engagement materials for dissemination and presentations.
8. Develop and maintain positive, collaborative relationships with LEAD partners and other service providers including SUD and mental health treatment providers, health care providers, shelter providers, landlords, detox centers, DSHS workers.
9. Ability to be in rotation for 24/7 on-call response to law enforcement for arrest diversion referrals. When necessary provide after-hours on call phone response to Law Enforcement referring arrest diversions to LEAD case management; this may often require in person response to precinct or other facility staffed by 24/7 reception (in person response will be based on clinical appropriateness).
10. Ability to flex schedule when necessary to accommodate special program needs.
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.
- High school diploma or equivalent required.
- 3+ years demonstrated success in either criminal justice, behavioral health, or related field.
- Experience developing positive, collaborative relationships with law enforcement and social services providers to effectively serve mutual clients.

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

License(s) & Certification(s)

- Must have valid driver license and auto liability insurance, if personal vehicle is 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 exercise safe and independent judgement.
- Dependable, able to work under pressure; receptive to change, willingness to learn, cooperative approach to problem-solving.
- Demonstrated ability providing street based outreach and engagement services to low level drug users and hard-to-engage populations.
- Understanding of substance use disorders and harm reduction strategies.
- Demonstrated passion for serving individuals experiencing homelessness and behavioral health challenges highly desired
- Ability to maintain and prioritize personal safety in all environments.
- Proficient in Microsoft Office Suite applications, including Excel, Word, PowerPoint, and Outlook programs. Experience working with client databases preferred.
- 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:

Wage between $20.87 - $24.81 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
- 12 Paid 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

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.