

LEDGE LIGHT HEALTH DISTRICT

Job Description Recovery Navigator

- I. **CLASSIFICATION:** This is a non-exempt regular employee position that may be full or part time depending on the needs of the District. This is an entry to mid-level, non-supervisory position.
- II. **PURPOSE:** The primary responsibility of this position is to provide outreach, education and connections to care for substance use disorder.
- III. **SUPERVISION:** Reports to the Deputy Director.
- IV. **SPECIFIC RESPONSIBILITIES:** (Examples – not a comprehensive listing)
- Conduct community outreach about substance use disorder and treatment options.
 - Support planning and logistical needs associated with events, meetings and the development of materials related to substance use disorder awareness and education.
 - Engage in conversations with people about their substance use.
 - Explore treatment options with participants, with a focus on expanding awareness of and connection to medication-based treatment
 - Facilitate timely referrals and placements with treatment/recovery support providers.
 - Connect participants to the larger community of care.
 - Educate and assist community members regarding substance use disorder.
 - Provide case management for participants to support evolving individual needs.
 - Participate in ongoing training and education.
 - Report writing and record keeping.
 - Other duties as are required or requested.
- V. **Minimum Qualifications:**
- A minimum of five years' experience working with community members and community organizations to promote health and address socio-economic barriers to health.
 - Experience with the addiction recovery process.
 - Understanding of medication-based recovery and practices.
 - Familiarity with local support services and resources.
 - Computer skills, including knowledge and proficiency of Microsoft Office.
 - Ability to relate well with all segments of the public.
 - Ability to be outside and mobile to conduct outreach and participate in community events.
 - Ability to develop trust and rapport with participants, project staff and community partners.
 - Demonstrated skill in active listening.
 - Understanding of ability to maintain appropriate boundaries.
 - Cross-cultural skills and experience with culturally diverse populations.
 - Strong customer service skills.
 - Strong communication and time management skills.
 - Ability to honor confidentiality requirements.
 - Valid driver's license required.
- VI. **Personal Attributes:** Ability to work with the staff as a team player; organized; reliable; flexible.