Position Description

Position Title Recovery Navigator
Program Recovery Corps
Reports to Program Coach and Site Supervisor

Position Summary

Recovery Corps members serve to make a difference in the lives of individuals who are in recovery from substance use disorders. The Recovery Navigator is placed at a service site, such as a community organization, treatment center, educational institution, or governmental organization, that serves recovery communities. The Recovery Navigator will establish a relationship with everyone on their caseload and will work with each participant to assess their recovery capital, set goals, navigate resources, and grow their recovery from substance use disorders. This position is an AmeriCorps service member position with the AmeriCorps program, Recovery Corps.

Essential Functions

Relationship Building, Goal Setting, and Action Planning

- Create a welcoming environment to greet participants seeking assistance.
- Work to establish a trusting relationship with program participants using a person-centered approach while maintaining appropriate boundaries and abiding by the Peer Recovery Specialist Code of Ethics.
- Conduct an initial intake, recovery capital assessment, and other recovery monitoring assessments and continue to assess progress regularly.
- Support participants in creating an individualized recovery action plan that includes clear recovery-related goals, while working to identify barriers and their solutions.
- Track the progress of the recovery plan and provide individualized support as needed for success.
- Provide services based on best practices in the recovery sector, including motivational interviewing strategies, trauma-informed care, harm reduction models, supporting all pathways to recovery, and secondary trauma.
- Maintain participant confidentiality and any personally identifiable information at all times.

Resource Navigation

- Use information from intake and subsequent meetings to help participants apply for public assistance programs or other resources for which they may qualify.
- Research and connect participants with resources that promote long-term recovery, including but not limited to, recovery community supports, mutual aid support, rental assistance, legal support, employment, healthcare, mental health, chemical health, transportation, food security, and educational resources.
- Work collaboratively with participants to access and secure resources, removing as many barriers as possible.

Outreach, Communication, and Collaboration

- Promote Recovery Corps services to communities, stakeholders, and partners.
- Work collaboratively with other individuals who are helping participants with their goals (e.g., counselors or treatment providers, education providers, social service agencies, community representatives, and/or employers).

- Serve as a liaison between the participant and the systems they access as needed.
- Actively address systemic issues related to recovery care and accessing recovery resources by dismantling barriers.

Communication

- Foster a welcoming and supportive atmosphere through modeling respectful behavior and communication.
- Communicate regularly and effectively with Ampact staff, and site personnel.
- Build and maintain collaborative relationships with participants, site staff, and Ampact staff, fostering an environment of mutual respect and understanding.
- Record data in online systems in a timely and accurate manner.

Attendance

- Demonstrate regular, timely attendance and adherence to hours as scheduled.
- Commit to service for the full-service term, serving the total commitment of hours within the term.
- Participate in all required Ampact sponsored training sessions, meetings, and coaching sessions, travel as necessary.
- Engage in independent service activities as needed to ensure completion of required service hours.

Non-Essential Functions

- Represent Ampact at site-sponsored activities (e.g., family night) and provide education about Recovery Corps and recovery support service. Recruit community volunteers to participate in site-based events or programming.
- Actively participate in service projects and commemorating days such as Martin Luther King, Jr. Day (as applicable). These may include evening and/or weekend hours.
- Be an ambassador of the program by submitting member stories and participating in outreach activities.

Minimum Qualifications

- Must be 18 years of age or older by two weeks prior to your start date.
- Must have at least a high school diploma or its recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident of the United States.
- Must pass mandatory National Service Criminal History Checks.
- Must not have served four or more prior terms of service with AmeriCorps State or National.
- Speak, read, and write English fluently.
- Must have one year of uninterrupted recovery from a substance use disorder by the start date.
- Positions that require driving will require a valid driver's license and ability to pass a driving record check. Some positions require access to a personal vehicle for transportation.
- Experience with professional computer skills and confidence using computers. Comfort and experience using Microsoft Office Suite (Word, Excel), completing internet searches, and navigating resources online, completing data entry, using e-mail regularly including sending attachments, using databases and software, using videoconferencing software, and attending training online.

Physical Requirements

- Ampact strives to provide an accessible service environment for all members. Though positions generally require some level of physical activity, Ampact will strive to provide reasonable accommodation upon request.
- Some positions are primarily based in an office setting and require sitting, standing, and operating a computer and telephone.
- Some positions may require light to moderate lifting, bending, stooping, pulling, kneeling, carrying.

Ampact prohibits all forms of discrimination and harassment based on race, color, national origin, sex, age (40 and over), religion, sexual orientation, disability (mental or physical), political affiliation, marital or parental status, pregnancy, reprisal, genetic information (including family medical history), military service, or any other category protected by law.

Reasonable accommodation provided upon request. This document is available in alternative formats.