
POSITION TITLE: **Community Based Teams - Peer Recovery Navigator**

May 2024

REPORTS TO: Program Development Manager

SUPERVISES: None

STATUS: Non-Exempt

SUMMARY:

A Peer (Recovery) Navigator has a passion for human services focused on providing accessible and comprehensive assistance to individuals and families seeking services in our service area. This position works with individuals in recovery to connect participants to resources within the community, accurately collects client information and demographics, safeguards confidentiality, and assists service seekers in creating and working towards goals that support and inspire sober, healthy, and productive living.

This individual will need to be able to provide details on their recovery journey, any ongoing services or current/prior justice involvement (to inform commitment to recovery and that work will not interfere with their recovery pathway), provide any/all restrictions or specifications regarding the ability to drive, and details on any restraining or protective orders.

Prior justice involvement must have occurred more than 3 years ago. There must be no crimes against people.

GENERAL RESPONSIBILITIES:

- Provides recovery-focused supportive services utilizing lived experience and knowledge.
- Promote goals to support recovery journey and empower program participants.
- Providing education on resources, and personal assistance in accessing services.
- Assist in reducing stigma surrounding substance use.
- Ensures confidentiality of clients and that program standards are maintained.
- Complete the initial interviews with the participants (and their family) to assess the participants eligibility and need for services.
- Educate participants and their family about available community resources and work to connect them to local services.
- Act as a liaison between programs, providing services to the client to ensure the smooth flow of information.
- Complete the necessary paperwork to maintain documentation of participants goals, progress and adherence to the plan by all concerned.
- Responsible for adhering to HIPAA and protecting confidentiality.
- Responsible for supporting the daily operation of the Recovery Café, as assigned and scheduled.

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- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Lived experience with recovery from chemical dependency, substance use or behavioral health.
- Special knowledge in de-escalation, mental health management, substance use recovery and navigating public systems is critical.
- Knowledge of chemical dependency and mental health issues.
- Knowledge of the criminal justice system
- Knowledge of crisis intervention and counseling principles and practices.
- Ability to treat sensitive information and material with the appropriate level of confidentiality.
- Ability to engage with clients in recovery and survivors of trauma and maintain health boundaries.
- Capable of analyzing and evaluating client needs and development and implementation of corrective action(s) to resolve issues, with guidance.
- Ability to communicate effectively, both orally and in writing.
- Ability to operate computer and relevant applications.
- Ability to handle outbursts, conflict or chaotic situations may arise unexpectedly
- Ability to be highly flexible in a fluid environment of clients, activities and situations
- Ability to understand and follow policies, procedures, and common-sense approaches when making work decisions and providing information to others, with guidance.
- Ability to efficiently operate standard office equipment such as a computer, copier and multi-line phone system.
- Ability to use Microsoft 365 and ability to learn internal software applications.

REQUIRED EDUCATION AND EXPERIENCE:

High school diploma or GED and lived experience; defined as a current or past recipient of behavioral health services and/or past involvement in substance use (and in active recovery).

or

Any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

REQUIRED CERTIFICATION AND LICENSES:

- Valid Washington State driver's license.

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- Auto insurance in the amount required by the State of Washington (must be able to provide a driver's abstract report).
- Acceptable completion of a criminal history background check (with no new occurrences in the past 3 years and no violent crimes against persons).

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone, and keyboard reach.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Mental and emotional ability to engage with clients in recovery and survivors of trauma and maintain health boundaries.
- Light to moderate lifting is required. Ability to lift up to 45 pounds.
- Moving light furniture (tables, chairs, materials) may be required at times.
- Ability to uphold the stress of traveling.
- Regular, predictable attendance is required.

The work environment characteristics described are what is encountered while performing the essential functions of this job.

- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal or desk for an extended period.
- Ability to handle outbursts, conflict or chaotic situations may arise unexpectedly
- Ability to be highly flexible in a fluid environment of clients, activities and situations

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* ***Denotes Essential Functions***