

Position Description



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

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 individual to assess their recovery capital, set goals based on their amount of recovery capital, overcome barriers to goal success and ultimately build their recovery capital to maintain progress in 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 individuals seeking assistance.
- Work to establish a trusting relationship with each participant 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 recovery capital at each ongoing session.
- Support participants in creating individualized recovery action plans that include 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.
- Ensure that services provided are based on principles and 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 confidentiality of the participant and any personally identifiable information at all times.

Resource Navigation

- Use information from the recovery capital assessment to help participants apply for public assistance programs or other resources for which they may qualify.
- Research and navigate 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.
- Sit side-by-side with the individual to secure access to 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 employers).

- Serve as a liaison between the participant and the systems they access as needed.
- Actively address systemic inequities related to recovery care and accessing recovery resources by dismantling barriers.
- Advance equity initiatives in housing and prioritize serving historically excluded or marginalized communities.

Career Planning

- Recovery Navigators will participate in ongoing training, coaching, and planning to prepare for careers in the recovery or addiction care sector. They will participate in individual career planning support to identify clear pathways via further education, continued service, or employment opportunities post-service.

Communication

- Practice inclusive and thoughtful behavior in building rapport with program participants, site stakeholders and program staff; maintains professional boundaries.
- Communicate regularly and effectively with program staff, and site personnel.
- Report 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.
- Represent Ampact at site-sponsored activities (e.g., family night) and provide education about Recovery Corps and recovery support services. 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).
- Be an ambassador of the program by submitting service 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 the 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

- 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, kneeling, and carrying.

Ampact will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, familial status, military service, or any other category protected by law.

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