



Recovery Coordinator (Part-Time)

Job Title: Recovery Coordinator

Employment Status: up to 30 hours per week. Benefits included at 30+ hours per week.

Starting Salary: Part-time up to 22.5 hours starting at \$28/hour DOE

Prepared Date: March 4, 2024

Mission Statement of the Grand County Rural Health Network is “to work in partnership to advocate for and support the health of our community.”

Position Summary:

Coordinate care for Grand and Jackson County residents to support access to recovery resources and treatment while reducing barriers to health. Provide individualized, culturally responsive non-clinical peer support, guidance, navigation, and coaching to adults and families struggling with substance abuse and/or substance use disorders. Engage in planning and facilitation of wellness activities and supportive meetings. Complete reporting for recovery coordination services and activities. Collaborate with partners, including law enforcement, judicial districts, community organizations, and healthcare providers to serve community members and bridge gaps in care.

Strong interpersonal skills and ability to maintain healthy boundaries required. Must be highly skilled in Microsoft Office and internet. Only self-directed and motivated individuals need apply. Lived experience with substance abuse and recovery required. Regular travel within Grand County and monthly to Jackson County required. Ability to work some evenings and weekends preferred. Bilingual and bi-cultural are strongly encouraged to apply.

To apply, send letter of introduction and resume to: Lauren Stokes, Program Director, Grand County Rural Health Network, P.O. Box 95, HSS, CO 80451; fax 970-725-3478; or email lstokes@gcruralhealth.org.

Supervision Received:

Reports to and receives general direction from the Direct Services Program Director. Works closely with other GCRHN staff, especially the Patient Navigation team.

Supervision Exercised:

None.

Essential Functions:

1. Provide a variety of indirect and direct peer recovery coordination for Grand and Jackson County residents with Substance Use Disorder recovery and treatment needs. This includes:
 - Utilize information provided by referral partners to outreach to potential clients.
 - Communicate regularly and meet individually with clients as needed to provide support and resources in both Grand and Jackson counties.
 - Schedule and complete screenings and assessments with follow-up as needed; track results, referrals, progress, and recommendations within two business days.
 - Plan and facilitate substance use recovery wellness activities and supportive meetings.
 - Maintain confidentiality and informed consent.
 - Serve as a peer role model, mentor, advocate, and motivator to individuals in or interested in recovery.
 - Model and teach self-advocacy skills; identify and strengthen motivation for change within clients.
 - Research and compile information on local, regional, and statewide recovery and SUD resources, including detox services, residential treatment, 12 step and other support groups, private providers and telehealth providers, MAT providers, etc.
 - Work closely with partner organizations, such as law enforcement and judicial district, to develop and implement care plans.
 - Develop trusting, collaborative relationships with clients, Patient Navigation team, behavioral health navigators, local healthcare providers, regional partner organizations, and local partners.
 - Ability to connect with clients, empathize, show compassion, perform assessments, advocate on their behalf, support self-sufficiency, and assist clients in development of individualized action plans to meet their needs.
2. Collaborate with partners to strengthen and sustain referral networks as well as provide outreach and referrals for clients, in support of an expanded recovery community.
3. Increase community awareness and understanding of recovery services and resources.
4. Promote, educate, and support local employers interested in becoming a Recovery Friendly Workplace.
5. Collaborate with Patient Navigation team to ensure program deliverables are on track and advise Program Director of any needs or potential barriers to meeting deliverables.
6. Identify common needs and service gaps within the community and collaborate internally and with partners to drive individual and systemic solutions focused on serving the target population.
7. Contribute to organizational fundraising as needed.
8. Assist with grant reporting as needed.
9. Support Patient Navigation program evaluation.
10. Participate in required internal and external meetings, such as RAS-COL Consortium and Workgroup meetings, and provide overview information on program status, problems, or needs.
11. Assume responsibility for projects and assignments as assigned by the Program Director, Associate Director, or Executive Director.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements: Valid Colorado driver's license and reliable vehicle (mileage will be reimbursed for work-related travel). Bilingual preferred, but not required.

Experience and Education:

At least 1 year of lived experience with behavioral health, substance use, and trauma recovery or 1 year of lived experience as a primary caregiver for someone facing behavioral health challenges. High School diploma or GED required. Health or human services experience/knowledge and experience working with SUD population preferred. Ability to complete peer support specialist training and certification within the first year of employment.

Knowledge, Skills & Abilities:

- Ability to greet and meet public and professionals in a positive and professional manner.
- Skill in written communication.
- Skill in verbal communication to direct, facilitate and develop relationships with clients, coworkers, and partners.
- Knowledge of local and statewide healthcare services and organizations, especially focused on recovery and SUD treatment.
- Understanding of recovery and principles of recovery. Lived experience required.
- Ability to work independently without close supervision in an independent work environment.
- Ability to follow through on assignments as requested in a timely fashion with limited supervisor follow-up.
- Ability to respond to a diverse client population in a culturally competent manner.
- Ability to maintain professional demeanor when dealing with difficult situations.
- Ability to formulate a plan, actions steps, goals, objectives and follow-up to address client needs.
- Ability to read and interpret physicians' orders, partner and colleague documentation, and notes from clients as well as respond to them verbally and in writing.
- Skilled in use of Microsoft Word, Excel, and Internet. Experience with database usage preferred.

Core Competencies: The following core competencies are required for this position.

- **Client centered care:** You identify, respect and care about clients' and leaders' differences, values, preferences, and expressed needs. You empathize with their experiences, both easy and hard. Your role is always to coordinate care and look at the big picture, or social determinants of health, and how they impact the client's health and well-being. You listen to, clearly inform, and share decisions with the client. You continuously advocate for disease prevention and management, wellness, and the promotion of healthy lifestyles. You also understand the importance of population health, or the health of the entire community.
- **Medical home approach:** You understand the importance of every person having a medical home, or primary medical, dental, and mental health provider that understands and knows the

person. The medical home is patient-centered, comprehensive, and accessible to the client. You know that each client might need something different based on their own philosophies. Similarly, each provider might practice differently based on their philosophies. You work with the client to help them identify an appropriate medical home, and whenever possible a local medical home.

- **No wrong door approach:** You understand that health is more than health care. This is a client-centered approach where you can answer any questions a client might have to navigate the fragmented system of health care and human services.
- **Continuous learning and reflection:** There's always more to know out there, and you're hungry for it. You absorb information from your colleagues, your work, and from keeping up with your field. If something doesn't make sense, you ask questions until it does, and you apply what you learn in your work. You are not afraid to take risks even though it means that you will make mistakes. And you *WILL* make mistakes. You are reflective about your own practice, and give yourself the grace to make mistakes, name them, and learn from them. With your continuous learning and reflection practice, you grow from your mistakes and make yourself and the organization better for it. This practice is encouraged and supported. When you give yourself grace to make mistakes and strength to learn from it, we give you grace and support your strength.
- **Initiative and ingenuity:** You leverage resources creatively to solve problems and dive right in to take a concept from idea to implementation. You often consult with others, but you can also propose solutions in the best interest of the people we serve and the organization and get things rolling without much guidance. You provide timely and complete updates to your supervisor and/or team, even when that means there is little movement. By doing this, you illustrate your initiative and ability to work on a high functioning team.
- **Relationship-building:** Part of your job is connecting with people from many different backgrounds. You find (and even create) opportunities to deepen connections and build authentic, mutual relationships across lines of difference, such as race or other identities. You truly welcome viewpoints that differ from your own, and you're able to "sit with" discomfort when people express themselves in ways that aren't familiar to you.
- **Teamwork:** You actively participate in the work of team by voluntarily taking on different roles and responsibilities. You work cohesively with other team members and encourage the efforts and contributions of others. Together we are better and you always work to lift up your teammates. You communicate clearly and respectfully with co-workers. You ensure that your communication was received and understood, which often means understanding the different styles of communication each person needs to receive information. You assume best intentions in others. You ensure that team goals are achieved through fair and reasonable sharing of responsibilities, opportunities for participation, and adequate resources and other supports. You understand everyone has a role to play and contribute to the team's goals, and you contribute your share. You understand others' skills, experience, knowledge and creativity and consistently speak highly of others to contribute to team spirit.
- **Adaptability and problem solving:** You are always ready to take advantage of unexpected opportunities and address obstacles. You look for the root of both simple and complex problems, so you can seek solutions. You approach work with a spirit of "yes" and adapt as things change, which they often do.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Recovery Coordinator works in a shared office space. The noise level in the work environment is normal to a shared office.

Benefits:

Employees of the Grand County Rural Health Network are also eligible for our benefits program, which includes **medical insurance beginning the first day of the month after you start, 401(k), vacation time, sick pay, flex hours, and 30% working from home**, and other benefits which will be described in more detail in both the employee handbook and orientation package.

Trial Period:

New employees will be on a trial period for 90 days, during which you may not take vacation (unless pre-approved at time of hire) or work from home. This is to ascertain, for both you and the company, if this is truly the right fit. During and after this period, your supervisor will closely observe your job performance. Upon completion of the first 90 days of employment, employees become eligible for certain benefits, including accrued paid vacation and working from home option 30% of the time.