

# Job Description

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Re- Unification  
Specialist  
Family  
Wellness  
Homes

## **PURPOSE OF THE POSITION**

Iron Tribe Network Family Wellness Homes within the community serve to assist house members/families involved with Child Welfare transition to independent living. Upon placement in one of the Family Wellness Homes, the client will collaborate with the Re-unification Specialist to analyze current barriers and create a Wellness & Recovery Plan for the client. The Re-unification Specialist will be responsible for guiding each assigned client through removing or improving these barriers. The Re-unification Specialist will be available to the client(s) for any program related needs and support, on a daily basis.

## **REQUIREMENTS**

- Applicant must have at least 2 years clean and sober with no criminal activity.
- Applicant must have the ability and willingness to be approved by (ODHS) Oregon Department of Human Services and Oregon Background Check Unit to provide transitional services.
- Applicant must have valid drivers' license.
- Applicant must be willing to complete Peer Support (IPS) or Certified Recovery Mentor (CRM) training and able to obtain certification by MHACCBO upon hiring.

## **SCOPE**

Re-unification Specialist reports to the Re-unification Supervisor and is responsible for providing support and guiding each client through their individual transitional needs. Failure to provide these services in an efficient and effective manner will result in disruptions in the provision of services.

## **RESPONSIBILITIES**

### Main Activities:

- Establish intake packet, provide guidelines & expectations of program
- Manage client's wellness action plan and goals while in program each week and evaluate productivity.
- Staff any complaint or grievance that has been submitted by individuals living in the transitional house with direct supervisor.
- Attempt to resolve any behavioral issues with individuals living on property.
- Respond in person to the house if an individual has relapsed and or is causing problems.
- Report to agencies any behavioral issues of which the individual is accountable.
- Confer with team to ensure that all individuals are being treated professionally and procedures are being followed.
- Write Support Contracts for individuals that have ongoing challenges around breaking Program Housing Guidelines or Expectations.

## **Skills**

Incumbent must demonstrate the following skills:

- Team building
- Analytical and problem-solving skills
- Decision making skills
- Effective verbal and listening
- Communication skills
- Computer skills including the ability to utilize spreadsheet and word-processing programs at a highly proficient level
- Stress management skills
- Time management skills

## **Personal Attributes**

Incumbent must demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Approach each situation objectively and strength based
- Be Trauma informed

## **Compensation**

The Re-unification Specialist's salary will be negotiated based upon certifications and previous related work history. Starting \$18-21 per hour.

## **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Re-unification Specialist may have to manage a number of situations at one time and may be interrupted to meet the needs and requests of another client. The Re-unification Specialist will need excellent organizational, time and stress management skills to complete the required tasks.