



Providing peer support, housing, triage to A&D treatment and family reunification services to individuals and families overcoming pressures and barriers while in transition to leading a life that reflects their values.

Job Title: Recovery Navigator

Date: 4/2/2025

Polk County

Job Description: Child Welfare Recovery Navigator – (Contracted Services on Oregon Department of Human Services (ODHS) Child Welfare Recovery Support Team

Qualifications: Sobriety in accordance with Certified Recovery Mentor (CRM) credentials, ability to acquire CRM credential. Experience in the addiction and recovery process required

Coverage: Expected to provide coverage, when available, for fellow staff in the event of vacation, illness, training, etc. Weekend coverage possible depending on agency assignment.

Duties:

- Engage child welfare parents (CWP's) in a timely manner to assist them with rapid access into substance use disorder treatment by removing barriers to treatment and recovery through direct contact services.
- Community outreach to conduct screenings in the field on CWP's who are involved with child welfare.
- Assist CWP's in building support systems outside of ODHS and outside of SUD treatment.
- Transport CWP's to initial SUD treatment services and other meetings.
- Assist CWP's in finding resources for clean and sober housing and childcare to support sober living.
- Provide ODHS caseworkers with written and electronic documentation of all CWP activity.
- Attend court hearings, treatment staffing, and other meetings to both engage CWP's and to help them sustain their recovery efforts.
- Record all CWP activity for monthly data reports and tracking of cases.
- Other duties and tasks assigned by supervisor.

Education, Training & Experience:

- One year of relevant experience in the chemical dependency field is preferred.
- Motivational interviewing skills and client engagement strategies preferred.
- Certified Recovery Mentor certification preferred.

Competencies:

- Knowledge of mental health issues and child welfare services.
- Ability to work effectively with individuals of diverse backgrounds.
- Ability to communicate clearly and effectively in writing and orally.
- Computer literate, including MS Office (Word, Excel, Access, Outlook).
- Time management and organizational skills.

Additional Eligibility Requirements:

- Not on state or federal supervision
- 1 year post ODHS Child Welfare involvement.
- Ability to pass an ODHS criminal background check.

- If in recovery, able to demonstrate at least two years of continuous sobriety under, in accordance with Certified Recovery Mentor (CRM).
- A reliable vehicle, active driver's license, current insurance, and the ability to pass our insurer's driving standards.

Essential Job Functions:

- Help eliminate barriers to treatment for parents referred by DHS Child Welfare by providing transportation, resources, and support. Initial contact with clients' needs to occur within 24 hours of receiving the referral.
- Prepare accurate records of client services provided daily by preparing clear, concise reports.
- Maintain good communication and relationships with DHS Child Welfare case workers, treatment providers/case managers, coworkers, and other community partners.
- Attend all ODHS applicable meetings, and court hearings as needed.

Work Environment:

- **Climbing:** Stairs at all locations, climbing expected
- **Lift/Carry:** Occasionally, 1-20 lbs.; files, paperwork, supplies. Seldom, up to 35 lbs.; boxes of records
- **Push/Pull:** Occasionally, using both arms/hands, required force of 5-20 lbs.; opening doors/file drawers.
- **Hands/arms:** Constant use of both hands/arms while cleaning, writing instructions, filing, typing.

Driving: Licensed, insured and physically able to drive safely.

Position Type/Expected Hours of Work: This is a full time; 40 hrs. per week job, Monday through Friday 8 a.m. to 5 p.m. Extended hours and occasional weekends may be necessary to accommodate family needs.

Employment Status:	Full Time	Employment Type:	Employee
Wage:	\$21-25 per hour DOE & certifications	Benefits:	Paid Medical/Vision/PTO/FSA Card/401K-after 60 days
Reporting Supervisor	Tony Fleming & RST Supervisor	Manages Others:	No
Training Provided: HIPAA, Ethics, Child Welfare Process, Weekly webinars, other as arranged			
Please Send Resume and Cover letter to:			
Name:	Attn: Tony Fleming	Email:	Careers@irontribenetwork.org
Address:	17763 SE 82nd Dr. #A	Web Address:	https://www.irontribenetwork.org
City:	Gladstone, OR	Zip/Postal Code:	97027
Phone:	(503) 453-9500	Other:	
Number of Vacancies:	1-Polk County		

The above statements are intended to describe the general nature and level of work being performed by the staff member of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for this position.