



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:** 4/30/2026

Yamhill 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 credentials. 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 Microsoft 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. (BCU)
- If in recovery, able to demonstrate at least two years of continuous sobriety, 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 ODHS 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 ODHS 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 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.

<b>Employment Status:</b>	Full Time	<b>Employment Type:</b>	Employee
<b>Wage:</b>	\$23-25 per hour DOE & certifications	<b>Benefits:</b>	Paid Medical/Vision/PTO/FSA Card/401K-after 60 days
<b>Reporting Supervisor</b>	Tony Fleming Program Director & RST Supervisor	<b>Manages Others:</b>	No
<b>Training Provided: HIPAA, Ethics, Child Welfare Process, Weekly webinars, others as arranged</b>			
<b>Please Send Resume and Cover letter to:</b>			
<b>Name:</b>	Attn: Tony Fleming	<b>Email:</b>	Careers@irontribenetwork.org
<b>Address:</b>	17763 SE 82nd Dr. #A	<b>Web Address:</b>	https://www.irontribenetwork.org
<b>City:</b>	Gladstone, OR	<b>Zip/Postal Code:</b>	97027
<b>Phone:</b>	(503) 453-9500	<b>Other:</b>	
<b>Number of Vacancies:</b>	1-Yamhill 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.