

**RELIEF NURSERY  
A & D OUTREACH SPECIALIST  
JOB DESCRIPTION**

**Position:** A& D Outreach Specialist  
**FTE:** 1.00 F.T.E. Start pay: 16.15. (or more DOE)  
**Reports to:** Program Supervisor  
**Evaluated by:** Program Supervisor

**Responsibilities:** A& D Outreach Specialist staff will provide peer support to mandated parents from DHS – Child Welfare. A&D Outreach support will consist of, and not be limited to home visits, telephone contacts, transportation in order to remove barriers on client action plan, referrals to community support agencies and local treatment centers and advocacy. They will work with the Program Supervisor and DHS caseworker to design and implement education, referral, and parent components of the Relief Nursery Program. A&D Outreach Specialist will be responsible for assisting the facilitator of classes and support groups, along with group activities to insure that they are sufficiently supervised and cohesive. They will maintain a personal recovery program, if appropriate, as well as model recovery-appropriate behavior.

**Requirements:**

1. Education & Experience: High School diploma or equivalent.
2. Familiarity with substance abusing population and people with disabilities.
3. Must be able to demonstrate continuous sobriety under non-residential, independent living conditions.
4. Maintain a valid Oregon Driver's license, automobile insurance and a safe driving record.
5. Knowledge of community programs for treatment, housing, employment, and other support services.
6. Ability to work cooperatively with supervisor/ collaborative team and maintain frequent contact. Attend meetings and complete assigned paperwork in a timely manner.
7. Must obtain Certified Recovery Mentor Certification within 6 months of hire date.
8. Works within specific DHS operations, policies, and procedures, and in collaboration with DHS's local ART Team, affecting assigned work.
9. Perform tasks quickly and accurately from written and oral instructions and must have the ability to work flexible hours, including evenings and weekends as needed for Client Treatment.

10. Make immediate contact with the client upon receipt of a verbal (followed by written) referral from DHS (within 48 hour workday hours) and help obtain substance abuse assessment and immediate referral to treatment.

11. Does not have any pending or unresolved criminal charge or are on active probation or parole.

12. Complete Relief Nursery bus and van driver training and fill in for bus drivers on an occasional basis.

### **Preferred Requirements:**

1. Bilingual in English and Spanish
2. Current CRM or CADDC.
3. AA Degree in Human Services or field of similar focus.
4. 1 year or more paid employment working with substance use individuals/ or working with staff.
5. 1 year or more of paid employment working with DHS Child Welfare workers, staffing, collaborating and understanding DHS protocol.

### **Skills & Abilities:**

1. Knowledge of alcohol and drug addiction and detoxification; community resources and recovery programs.
2. Communicate clearly, concisely and effectively orally and in writing. Must have ability to work flexible hours, including evenings and weekends as needed.
3. Work well with parents and children of diverse backgrounds.
4. Work independently and as a team member.
5. Ability to function in crisis situations.
6. Familiarity with DHS-Child Welfare expectations of clients involved with mandated services.

### **Duties:**

1. Participate and provide support to parents referred by DHS.

#### Methods:

- a. Telephone contact with clients.
- b. Familiarity with child abuse statutes and indicators of abuse, neglect, threat of harm and mandatory reporting.
- c. Provide client transportation to remove barriers of case plan.
- d. Provide support for clients during social activities
- e. Home visits/community AA/NA etc. meetings.
- f. Serve as a liaison with DHS, substance abuse treatment, and other community agencies.

- g. Prepare reports, appear, and testify in Juvenile Criminal Court and CRB hearings, if necessary by DHS, the Juvenile Department, District Attorney, or Attorney General.
- h. Ability to follow written protocol and ensure confidentiality of records.

- 2. Provides set up and clean up for Relief Nursery evening groups.
- 3. Provide individual and family support as needed.
- 4. Attend program and all staff meetings and weekly supervision meetings with Program Supervisor
- 5. Maintain case referrals, notes and files of all contacts regarding client in a timely manner.
- 6. Complete all required Relief Nursery and DHS-Child welfare paperwork.
- 7. Perform other duties as assigned by DHS and/or Relief Nursery supervisors.

Relief Nursery employees enjoy the benefit of working for an organization that makes the world a safer and better place. A flexible work schedule and the benefits listed below round out to the generous benefit package offered.

Competitive Wage

Medical Coverage (very low employee cost)

Dental Coverage (very low employee cost)

403(b) retirement plan with employee match

Mileage reimbursement

Flexible Spending Account

Paid Jury Duty Time

64 hours of paid sick leave, up to 128 hours accumulated sick leave

5 weeks paid vacation leave per year for a total of 200 hours

2 paid personal days per year (add 1 additional day per year per each 5 years worked)

Paid Holidays

Martin Luther King Day

Presidents Day

Memorial Day

Fourth of July

Veterans Day

Thanksgiving Day and the day after

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**Pre-employment drug screen, DMV and criminal background check required. . Send resume and cover letter to: Relief Nursery, Attn: Thalassa Montemurro, 1720 W.25<sup>th</sup> Ave. Eugene, Oregon. 97405.**

**Or by email to: [thalammm@reliefnursery.org](mailto:thalammm@reliefnursery.org)**

**Relief Nursery is an Equal Opportunity Employer**