



**Relief Nursery, Inc.**  
**A & D Outreach Specialist**  
**Job Description**

FTE: 1.00 FTE (40 hours/week)  
Starting pay range: \$16.15 - \$19.28  
Supervised by: Accessing Success Program Supervisor

### **Overview**

The mission of the Relief Nursery is to prevent the cycle of child abuse and neglect through early intervention that focuses on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of comprehensive family support services from therapeutic classrooms to substance use disorder recovery support, that are easily accessible to parents with children birth to six years of age who are at high risk for abuse or neglect. At the core of the Relief Nursery is the belief in focusing on, and building upon, the strength of each family we serve.

We are currently hiring for an A & D Outreach Specialist to help support this mission. This position provides peer support to mandated parents from DHS – Child Welfare. We welcome applicants of diverse backgrounds and strive to hire individuals interested in the unique, challenging, and rewarding career opportunities that help support this mission.

### **Responsibilities**

The 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. Some aspects of the described position are currently modified due to COVID-19 Health and Safety precautions.

### **Duties**

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

## Requirements

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.*

- 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 CADC.
- 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.

## Annual Benefits for Employees

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 the generous benefit package offered.

- Competitive Wage
- Medical Coverage (very low employee cost)
- Dental Coverage (very low employee cost)
- Flexible Spending Account available
- 403(b) retirement plan with employer match
- Mileage reimbursement
- Paid Jury Duty time
- 64 hours of paid sick leave per year, up to 128 hours of accumulated sick leave
- 5 weeks of paid vacation leave per year for a total of 200 hours
- 2 paid personal days per year (add 1 additional day per each 5 years worked)
- Paid Holidays: Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and the day after

**Send resume and cover letter to:** Relief Nursery, Attn: Thalassa Montemurro, 1720 W.25<sup>th</sup> Ave. Eugene, Oregon. 97405 or via email to [thalammm@reliefnursery.org](mailto:thalammm@reliefnursery.org).

Pre-employment DMV check, drug screen and criminal background check required. Position will remain open until filled.

**Relief Nursery is an Equal Opportunity Employer**