



# SUD Outreach Specialist

## Job Description

<b>Hours per week</b>	40 hours/week (1.0 FTE)
<b>Supervised by</b>	Accessing Success Program Supervisor
<b>Location</b>	Eugene, Oregon
<b>Starting pay range</b>	\$19.78 - \$21.28

### Overview

Relief Nursery provides comprehensive family support services that are easily accessible to families who are raising children birth through five years of age and who are experiencing high levels of stress. We provide early intervention that centers on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of support, from therapeutic classrooms and outreach programs, to parenting education, substance use disorder recovery support and more.

We are currently hiring for an SUD (Substance Use Disorder) Outreach Specialist. This position provides peer support to mandated parents from ODHS – 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.

*Relief Nursery strongly recommends that employees stay up-to-date with COVID-19 vaccines, including booster shots. This allows us to safely support children and families in an in-person environment.*

### Responsibilities

The SUD Outreach Specialist staff will provide peer support to mandated parents from ODHS – Child Welfare. SUD 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 ODHS caseworker to design and implement education, referral, and parent components of the Relief Nursery programs. The SUD 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.

1. Participate and provide support to parents referred by ODHS 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 ODHS, substance abuse treatment, and other community agencies.
  - g. Prepare reports, appear, and testify in Juvenile Criminal Court and CRB hearings, if necessary by ODHS, 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. Maintain case referrals, notes and files of all contacts regarding client in a timely manner.
5. Complete all required Relief Nursery and ODHS-Child welfare paperwork.
6. Follow all procedures regarding written protocol and confidentiality of records.
7. Attend weekly supervision meetings with Program Supervisor.
8. Participate as a team member in all program and staff meetings, site meetings, collaborative groups, group supervision, and special projects including but not limited to Relief Nursery projects, special family events and other opportunities
9. Complete all required Relief Nursery trainings, including Relief Nursery bus and van driver training.
10. Provide transportation for parents and families as needed for Parents for Recovery (PFR) and other groups; fill in for transportation staff on an occasional basis.
11. Pick up and shop for weekly Food for Lane County order; unload and restock food pantry as needed.
12. Perform other duties as assigned by ODHS, as well as Relief Nursery Supervisors and Program Directors.

### **Minimum Qualifications**

*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 ODHS 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 ODHS (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 Qualifications**

*Preferred qualifications refer to job-related education or training, experience, skills, etc. that are beneficial to the position and Relief Nursery, but not a requirement for the position.*

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, ODHS Child Welfare workers, staffing, collaborating and understanding ODHS 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.
3. Must have ability to work flexible hours, including evenings and weekends as needed.
4. Work well with parents and children of diverse backgrounds.
5. Work independently and as a team member.
6. Ability to function in crisis situations.
7. Familiarity with ODHS-Child Welfare expectations of clients involved with mandated services.

### **Annual Benefits for Employees**

Relief Nursery employees working 30 or more hours per week enjoy a generous benefits package as well as of being a part of an organization that makes the world a safer and better place.

- Health Insurance coverage, including prescription benefit (very low employee cost)
- Dental Insurance coverage (very low employee cost)
- Vision Insurance coverage (very low employee cost)
- Flexible Spending Account
- 403(b) retirement plan with employer match
- Employee Assistance Program
- Up to 64 hours of paid sick leave per year
- 5 weeks of paid vacation per year
- 2 paid personal days per year (add 1 additional day per each 5 years worked)
- Paid Holidays
- Paid Jury Duty time
- Mileage reimbursement
- Opportunity for internal growth and promotion, including access to professional development and training opportunities
- Public Service Loan Forgiveness (PSLF) qualifying employer

**Interested applicants, please email resume and cover letter to:**

Thalassa Montemurro, Accessing Success Program Supervisor at [thamm@reliefnursery.org](mailto:thamm@reliefnursery.org)

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

**Relief Nursery is an Equal Opportunity Employer and a Drug-Free Workplace**