**FPOSITION TITLE: SUD Navigator- Women’s Program**

**DEPARTMENT: Recovery and Wellness- Contra Costa**

**REPORTS TO: Contra Costa Program Supervisor**

**FLSA STATUS: 1.0 FTE, Non-Exempt, Union Position**

**COMPENSATION: Non- Certified $21.89/hour or $22.51/hour** (Bilingual

 Differential) **Certified $24.38/hour or $25.00** (Bilingual

 Differential)

**WHO WE ARE:** La Familia has a 40 year history of providing high-quality mental health and community support services in the San Francisco Bay Area. The agency started as part of a grassroots movement and our ties to the community remain deep and passionate. La Familia is committed to building a vibrant and multicultural agency to provide services that meet the needs of the individuals and families in our community. Our current work includes:

 - Outpatient Behavioral Health Services

 - Services for Individuals with Developmental Disabilities

 - Community Outreach Services

 - Youth Education and Employment Services

 - Re-Entry Services

 - Substance Use Recovery and Wellness

 - Leadership to Community Coalitions to Advance Equity Initiatives

 - 24/7 Peer Respite

**POSITION OVERVIEW:**

We have an exciting full-time opportunity for a well-qualified Substance Use Navigator in the Contra Costa Youth Program. This program provides outreach and substance use counseling services to adolescents in the Richmond and Concord areas of Contra Costa County.

Contra Costa Women’s Program is an adult substance use and addiction treatment program that conducts outreach to the local area to inform other service providers, courts, social service organizations, and community members about the availability of these services, with a focus on services for individuals who are Spanish-speaking and/or Latinx; the program also provides intake and assessment, individual, group and family counseling, information and referrals, to women are over 18 and pregnant and/or parenting. The goal of the program is to reduce the likelihood of alcoholism and drug abuse by adult women who are pregnant and parenting and to assist them in becoming an established and integral part of the community both through direct service and increasing awareness of the available support among key community members and organizations.

**Duties and Responsibilities:**

* **Outreach**
	+ Locate, identify and initiate the engagement process for individuals eligible for services by frequenting locations throughout Contra Costa County with a focus on the Richmond and Concord areas;
	+ Establish working partnerships with stakeholders and referral organizations including social services, CalWorks, drug court, probation, behavioral health agencies, and similar;
	+ Maintain positive agency relations with other service providers to provide enhanced services for pregnant and parenting women;
	+ Accurately and thoroughly represent the importance and value of substance use services for women (pregnant and parenting), and specifically the services offered within this program.
* **Direct Substance Use Treatment**
	+ Conduct initial intake and assessments;
	+ Formulate treatment recovery plans for program participants;
	+ Conduct individual, group, and collateral counseling sessions;
	+ Develop and implement educational activities for women and their children;
	+ Maintain all client program files;
	+ Develop community resources for clients and family members;
	+ Maintain and submit all program documentation and reports in Contra Costa County Electronic Health Record System
	+ Provide assessment and appropriate referrals to clients for educational, training, and other supportive services as needed;
	+ Represent clients and intervene on their behalf with probation officers, social workers, attorneys, etc.
* **Team Participation**
	+ Participate in all Recovery and Wellness Department activities, meetings, events, etc.;
	+ Participate in case management sessions with Program Supervisor as needed;
	+ Plan and implement social and recreational activities for program participants;
	+ Attend trainings as required/scheduled by Recovery and Wellness Department;
	+ Attend and collaborate meetings with other co-staff and agencies;
	+ Develop and complete compliance reports or performance reports as assigned;
	+ Perform other duties as assigned.

**Minimum Qualifications:**

* Required - California Drug and Alcohol Certification or Registration (must be either a “CADC” from CCAPP, or “CATC” from CAADE, please list this designation and number clearly after candidate name on CV); California BBS Licensed individuals with beyond minimal SUD training and experience may be considered.
* Required Bilingual Spanish/English;
* Knowledge of alcohol and drug prevention and recovery/ treatment programs and principles;
* Knowledge of and sensitive to the needs of the Latino Community;
* Knowledge of the effects of alcohol and drug abuse;
* Must demonstrate ability to understand client needs and work with adult women.
* Ability to take instructions;
* Ability to work as part of a team;
* Strong oral and written skills;
* Strong problem solving skills;
* Ability to comprehend written material and accurately process information;
* Ability to organize and prioritize several projects simultaneously;
* Valid Driver License and Insurance.
* Willingness to perform related duties as assigned.

**OTHER RESPONSIBILITIES:**

* Assumes responsibility for doing assigned work and for meeting deadlines.  Completes assigned work on or before deadlines in accordance with directives, policies, standards and proscribed procedures.
* Demonstrates an awareness of and sensitivity to clients including cultural and ethical beliefs; and implements care in a thorough, skillful, consistent and continuous manner.
* Knowledge of community resources for client referrals.
* Attends work regularly and adheres to policies and procedures regarding absences and tardiness.  Provides adequate notice to supervisor and management with respect to vacation time and time-off requests.
* Demonstrates knowledge of legal issues including client confidentiality and risk management in all aspects of client care and department functioning.
* Performs other duties as necessary.

**TEAM COMMITMENT:**

* Viewed by others to be an effective team member who is flexible, cooperative, and willing to assist others; and acts as a resource to team members and clients where appropriate.
* Handles difficult or conflict situations constructively and seeks appropriate assistance.
* Takes accountability for own actions and accepts constructive criticism.
* Attends all mandatory meetings and staff meetings as required, and actively participates in other departmental professional development including providing training and consultation.
* Observes and keeps self-informed of activities in the department and makes recommendations for change.
* Develops and maintains cooperative and courteous relationships with fellow employees, supervisor, managers in other departments, senior management and executive staff, and community stakeholders.
* Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the agency.

**WORKING CONDITIONS and JOB SETTING**

* Ability to occasionally or frequently stand, walk, sit and reach with hands and arms above shoulders.
* Occasionally lift and/or move up to 25 pounds.
* Handling and moving objects including frequent use of hands or fingers.
* Performing general physical activities such as picking up moving, and using objects, tools or controls.
* Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.
* The noise level in the work environment is usually low to moderate

**COMPENSANTION**

* Full-time, Non- Exempt Position
* Excellent benefits package including medical/dental/vision benefits, vacation, sick, and holiday leave, life insurance, and 403(b) retirement plan.
* Work life balance
* Great working hours
* Supportive/Collaborative work environment
* Mileage reimbursement
* Opportunities for Growth and Professional Development
* Holiday and employee celebrations

**JOB DESCRIPTION ACKNOWLEDGEMENT:**

I reviewed this job description and I understand my job duties and responsibilities. I understand I am responsible for satisfactorily performing my job duties and responsibilities. I am capable of performing the essential job functions with or without reasonable accommodations. Duties, responsibilities and activities may change or new ones may be assigned according to the needs of the agency. I was given the opportunity to ask questions and provide feedback (i.e. clarification) regarding this job description prior to signing this form.

Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*\*\*For positions that require a degree, La Familia requires that potential employees provide proof of having received their degree. External hires must pass a background check/drug screen. Qualified applicants with arrest and/or conviction records will be considered for employment in a manner consistent with federal and state laws.***

***La Familia is an equal opportunity employer committed to a diverse, welcoming, and inclusive workforce. Applicants will receive consideration for employment without regard to race color, religion, national origin, ancestry, age, genetic information, sex (including pregnancy), gender identity, sexual orientation, marital status, parental status, disability, veteran status, or any other protected status.***

***External hires must pass a background check. Qualified applicants with arrest and/or conviction records will be considered for employment in a manner consistent with federal and state laws.***