

Application Instructions

These application instructions can be found online at <https://upstreamprevention.org/about/upstream-team>, but applicants should email their application packet and information to financial@upstreamprevention.org, with the following items attached, **depending on the position(s) applying for**, with the position title in the subject line.

For the Peer Recovery Coach applications, application emails should include:

- Subject: Peer Recovery Coach Position
- A resume or curriculum vita
- A brief introduction/cover letter – this may be an attachment, or directly within the body of the email that is submitting your information for consideration. **This position does require an individual to identify as someone in recovery**, and does have a slight preference of hiring someone in recovery from a substance use disorder. While the applicant **does not** need to currently have the Certified Peer Recovery Coach (CPRC) credential, they must be able to obtain it within 60-90 days of hire, meaning they will need to meet the one year of self-attested recovery at that time.
- Writing Sample – please provide your response to **one** of the following questions. **We are not looking for “right” answers, just your opinion and ability to articulate and support it.** Upstream values hiring and supporting individuals with lived experience, and values individuals for authentically being themselves. This is an opportunity to showcase that, and shouldn't be longer than a single typed page:
 - How would YOU define harm reduction (within the substance use field) and what do you think it could look like in Johnson County?
 - What do you think is the biggest barrier to overcoming stigma related to behavioral health (specifically related to individuals with substance use disorders, suicidal ideation, deaths by suicide, mental health challenges, etc.) in Johnson County?
 - What do you believe is the biggest behavioral health challenge in Johnson County currently, and why?

For the Community Resource Navigator applications, application emails should include:

- Subject: Community Resource Navigator Position
- A resume or curriculum vita
- Brief introduction or cover letter – this may come as an attachment, or directly within the body of the email submitting your resume for consideration. Upstream is particularly interested in hiring someone with lived experience for this position – lived experience meaning someone in recovery (broadly defined), someone with experience with mental health challenges, or someone who has supported

any of these roles. If you identify as having these experiences, please feel free to include that within your email.

- Writing Sample – please respond to **one** of the following questions and include as an attachment. **We are not looking for “right” answers, just your opinion and ability to articulate and support it.** Upstream values hiring and supporting individuals with lived experience and values individuals for authentically being themselves. This is an opportunity to showcase that, and it **shouldn’t be longer than a single typed page:**
 - How do you see yourself contributing to improving the health and well-being of individuals and families within our community?
 - In your opinion, what are some of the most pressing public health issues facing our community, and how do you envision addressing them in this role?
 - Describe a time when you successfully advocated for a community health initiative or program. What was the outcome, and what did you learn from the experience?

Ideal Timeline for Peer Recovery Coach & Community Navigator Position

- Position posted December 28th, with rolling applications accepted until the right person is found.
- Earliest anticipated start date is February 1st, pending paperwork and logistics
 - Upstream will conduct a background check **once a provisional offer has been extended and accepted.** We realize it is likely applicants will have a criminal history; **that is not a barrier to Upstream hiring you!** We look for a criminal history that does not include violent offenses, sexual offenses, or offenses against minors. We review each on a case-by-case basis. If you have questions about this at any point, please reach out to Kathleen, and she would be happy to talk to you!

For the Recovery Initiatives Coordinator application, application emails should include:

- Subject line of Recovery Initiatives Coordinator Application
- A resume or curriculum vita
- A brief introduction/cover letter – this may be an attachment, or directly within the body of the email that is submitting your information for consideration. **This position does not require an individual to identify as someone in recovery**, but does have a preference of hiring someone in recovery from a substance use disorder. While the applicant **does not** need to currently have the Certified Peer Addiction Recovery Coach (CAPRC) credential, they must be able to obtain it within 60-90 days of hire, meaning they will need to meet the one year of self-attested recovery at that time.
- Writing Sample – please provide your response to **one** of the following questions. **We are not looking for “right” answers, just your opinion and ability to articulate and support it.** Upstream values hiring and supporting individuals with lived experience, and values individuals for authentically being themselves. This is an opportunity to showcase that, and shouldn’t be longer than a single typed page:
 - How would YOU define harm reduction (within the substance use field) and what do you think it could look like in Johnson County?
 - What do you think is the biggest barrier to overcoming stigma related to behavioral health (specifically related to individuals with substance use disorders, suicidal ideation, deaths by suicide, mental health challenges, etc.) in Johnson County?
 - What do you believe is the biggest behavioral health challenge in Johnson County currently, and why?

For the Recovery Café Manager applications, application emails should include:

- Subject: Café Manager Position
- A resume or curriculum vita
- Brief introduction or cover letter – this may come as an attachment, or directly within the body of the email submitting your resume for consideration. Upstream is particularly interested in hiring someone with lived experience for this position – lived experience meaning someone in recovery (broadly defined), someone with experience with mental health challenges, or someone who has supported any of these roles. If you identify as having these experiences, please feel free to include that within your email.
- Writing Sample – please respond to **one** of the following questions and include as an attachment. **We are not looking for “right” answers, just your opinion and ability to articulate and support it.** Upstream values hiring and supporting individuals with lived experience and values individuals for authentically being themselves. This is an opportunity to showcase that, and it **shouldn’t be longer than a single typed page:**
 - How do you define recovery?

- What does the phrase “radical hospitality” mean to you, especially in context of providing loving accountability?
- How would you describe a Recovery Café to someone new to the model, and/or what it means to you?

Ideal Timeline – Recovery Café Manager & Recovery Initiatives Coordinator roles

- Position posted December 28th, with rolling applications accepted until the right person is found. While we want to fill this position, it is not the highest priority of our open positions, so it may take awhile
- Earliest start date is February 1st, pending paperwork and logistics
 - Upstream will conduct a background check **once a provisional offer has been extended and accepted.** We realize it is likely applicants will have a criminal history; **that is not a barrier to Upstream hiring you!** We look for a criminal history that does not include violent offenses, sexual offenses, or offenses against minors. We review each on a case-by-case basis. If you have questions about this at any point, please reach out to Kathleen, and she would be happy to talk to you!