



Recovery Initiatives Coordinator
Job Description

Supervisor: Executive Director
Created: December 14, 2024

Specific Responsibilities

The Recovery Initiatives Coordinator reports to the Executive Director of Upstream Prevention for supervision of efforts and activities. The Coordinator is responsible for completing the day-to-day tasks and management of Upstream's Recovery Support Initiatives, including the oversight of the Johnson County Recovery Café, initiatives under the IN CARES ECHO grant, and serving as a liaison to the RISE Recovery Coalition.

The Coordinator will be responsible for the following:

- Ensure implementation of approved strategic/implementation plans
- Oversee and coordinate efforts of the IN CARES ECHO grant (with support from the Executive Director) and of the Recovery Café JoCo (with support from the Café Manager or other Café staff)
- Coordinate with appropriate partners to ensure implementation of strategies with fidelity
- Coordinate with partners to ensure identified individuals are trained in appropriate strategies
- Ensure development and distribution of education, information and awareness materials, and media campaign materials
- Engage in outreach, networking, and partnership with key community organizations and represent Upstream at various community organizations related to the grant activities
- (Eventually) Oversight and supervision of all recovery coaches employed by or volunteering with Upstream
- Assist with grant and contract evaluation, monitoring, and updated assessment processes, as needed
- Document and report progress, outcomes, and services provided on monthly, quarterly, or annual basis as required
- Assist with miscellaneous grant requirements, as appropriate

Qualifications

- Bachelor's degree in public health or allied disciplines (or professional experience equivalent) OR at least 2 years of professional experience with community-based recovery support programs or related areas
- Ability to work independently, with sensitive information
- Public relations, outreach, and networking experience
- Excellent organizational and project management abilities
- Strong written and verbal communication skills
- Proficiency with Microsoft

Skills and Knowledge Required for the Position

To be successful in this position, the Coordinator must possess knowledge of (or be willing to be trained in) the harm reduction approaches, and crisis intervention and support skills. They must have an excellent track record of administrative oversight of programs, initiatives, or volunteers, possessing the ability to lead a team of staff and volunteers with little oversight.

Travel Requirements

Regular in-state travel required (primarily within Johnson County). Attendance at in-state and out-of-state professional development trainings and conferences may be required (as deemed appropriate and with appropriate notice).

Salary Range

This position currently has a maximum number of hours allowed and is a **part-time position, with the hopes to bring it to a full-time position within six months.** Current **hourly** wage for this position is \$24.20 (equivalent to \$50,336 if it were fulltime). If additional funding for time is available in the future, this position may have the option to moving to full-time (pending grant funding).

Work Hours

This position is a part-time position, meaning staff should not work more than 30 hours per week, with an expectation of an average of 20-25 hours per week. This position is considered non-exempt, with detailed timesheets identifying level of effort expended and activities are required (per the funding source). Primary administrative work hours are expected to be between 9:00 a.m. and 4:00 p.m., however, due to the nature of the work some evenings and weekends are likely as many of Upstream's recovery initiatives take place on the weekends or in the evenings.

Employee Benefits

Staff are eligible for a phone and local mileage reimbursement on a monthly basis, access to a SIMPLE Retirement plan (with up to a 3% match from Upstream), paid time off, flexible hours, and supported professional development and growth opportunities. Upstream does not currently offer health insurance for staff, but instead offers a Health Reimbursement Account (HRA) administered through a third-party vendor. More information will be available to individuals if they receive a conditional offer of employment.

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 subject: Recovery Initiatives Coordinator application.

Application emails should include:

- 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?

Ideal Timeline

- 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!