

Job Title

Nevada Recovery Corps Project Director

Department	Reports To	FLSA Status	Prepared By	Approved By	Last Modified
Office of Community Integration	Director of Programs	Exempt	Executive Director	N/A	2022-03-26

Job Summary

This position is responsible for implementing and managing the Nevada Recovery Corps Program in partnership with Nevada Volunteers. As people in recovery, being of service is at our core. We're ready and willing to reach out and help the next person. Nevada Recovery Corps is a unique 12-month opportunity for people in recovery from addiction to serve as Recovery Navigators at select agencies across Nevada, we call these agencies host-sites. Once placed at participating host-sites, Recovery Navigators provide recovery coaching and mentorship to help people struggling with substance use, facilitate support groups, train the community how to recognize and respond to opioid overdoses, and distribute life-saving overdose rescue kits to the public. The Recovery Corps Project Director recruits, enrolls, and supports participating host sites and the Recovery Navigators serving at these host sites. General responsibilities include executing host site agreements, presenting information about peer support and the Recovery Corps program to the public, monitoring Recovery Navigator service hours, maintaining and developing program documentation and design, organizing and providing additional opportunities learning, leadership, and networking opportunities for Recovery Navigators, acting as a liaison between Foundation for Recovery staff, NV Volunteers, Host Sites, and Recovery Navigators and ensuring clear and frequent communication between all parties.

To learn more about the Nevada Recovery Corps Program and similar programs in other states, visit <https://forrecovery.org/nevada-recovery-corps/>

To learn more about peer recovery support specialists, visit <https://forrecovery.org/peer-recovery-support/>.

Essential Functions

- Conduct outreach to potential Host Sites in Nevada that will utilize Recovery Navigator positions. Secure host site locations for 16 Recovery Navigators to serve in the next grant year (September 2022 - August 2023)
- Recruit 16 Recovery Navigators for placement at enrolled host-sites
- Attend monthly Planning Sub-Grantee conference calls and calls with Nevada Volunteers
- Research and build connections with other successful state Recovery Corps projects (e.g., Minnesota Recovery Corps)

- Conduct planning to include asset-mapping of local resources, greater coordination amongst providers, and participation in local/state planning groups
- Execute the program's framework, the scope of work, a logic model, goals and performance measures, timelines, data collection plan and tools, budget, and procedures for each operational year of the program
- Assess the capacities and needs of partnering organizations for recovery supports inclusive of connections to collaborative/cross-sector response planning efforts
- Maintain Recovery Corps member position descriptions and recruiting materials
- Develop and maintain training/orientation plan for Recovery Navigators
- Maintain a member handbook
- Secure commitments from partners and execute host site agreements and/or memoranda of understanding (MOUs)
- Develop and maintain host site orientation and monitoring plan(s)
- Develop of Recovery Corps promotional items, complying with AmeriCorps branding and Public Awareness Standards (web, social media, traditional media, host site branding)
- Develop and maintain curriculum and facilitate training for public education campaigns related to this project
- Local and statewide travel required
- Other duties as assigned by Foundation for Recovery and outlined in the CNCS' Planning Grant Requirements & Deliverable Schedule

Job Qualifications

- Education: Bachelor's degree
- 1-2 years' experience developing and giving presentations to large audiences
- 1-2 years' experience managing nonprofit programs and/or grants
- 1-2 years' experience managing a team
- 3-4 years' experience building relationships with community agencies or businesses
- 1-2 years' experience collecting and assessing program data and outcomes
- Previous work history or experience with AmeriCorps programs a plus
- Volunteer recruitment and management experience a plus
- Peer Recovery Support Specialist Certification or ability to obtain state certification a plus
- Education in public health, social work, addiction counseling or related field a plus

Skills

- Willingness and ability to travel within the state
- Ability to motivate volunteers and team members
- Excellent verbal communication and professional writing skills
- Ability to manage personnel resources
- Highly responsive and detail oriented

Work Environment

Our employees work in a supportive and collaborative office environment. This position is full-time and based in Las Vegas at Foundation for Recovery's recovery community center but will require some travel within the community and occasional statewide travel. Foundation for Recovery will provide all the tools necessary to perform the duties of the position.

About Foundation for Recovery

Established in 2005, Foundation for Recovery has built programs and partnerships to remove barriers for Nevada families and communities impacted by substance use and mental health disorders. Our success is attributed to a simple concept; expand community support services, empower local leaders, build capacity for authentic addiction recovery resources, and treat people who use substances with dignity and respect.

As Nevada's first and only statewide Recovery Community Organization, our philosophy is that those closest to the issue are closest to the solution. Which is why most of our staff, board, and volunteers who drive our mission are people with their own life experiences recovering from addiction and co-occurring disorders.

Together, we uplift the voices of our communities and choose to focus on our strengths and talents, rather than our illnesses. This strength-based approach guides our vision for a world where resources, treatment, and support for addiction and mental health are abundant.

Disclaimer

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Job Details and Salary

- Full-time exempt employee

- Fringe benefits, including health, vision, and dental insurance available after three months of employment.
- Salary Range: \$42,000 - \$50,000 based on experience
- PTO/Vacation Package

Foundation for Recovery is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.