



Job Title: Outreach Coordinator

Direct Supervisor: Program Director

Compensation: \$12 -\$15 per hour

Close date: Ongoing Recruitment

Hours Per Week: 20 hours

Funding Dependent: This position is funded by a three-year SAMHSA grant. RICARES is an at will employer, the funding contract is not to be interpreted as a contractual agreement. This position has the potential to move to FT pending additional funding. We will also be hiring up to 5 On-Call Outreach Coordinators.

Overview:

RICARES mission is to create a socially just community for all Rhode Islanders impacted by substance use disorder. We promote this mission through programs that leverage recovery and build community to inspire civic engagement. These efforts include recovery housing certification, education & research, and advocacy and community.

The Outreach Coordinator, is responsible for advancing our mission and through the delivery of programs, services, and events related to RICARES' recovery housing, education, and advocacy engagement. The Outreach Coordinator reports to the Program Director.

Our work focuses around building relationships, trust, and support in order to promote the strengths and capabilities of people in recovery. Although the RICares staff often works remotely, RICares is a collaborative, team-based environment.

Job Description:

The Outreach Coordinator will be working with people in recovery throughout Rhode Island. The Outreach Coordinator is expected to represent RICares professionally in a variety of public and private settings.

The Coordinator is responsible for promoting long term recovery and building recovery capital. The Coordinator helps promote wellness, self-advocacy, and

establishes relationships with community providers and stakeholders while building relapse prevention.

The Outreach Coordinator is a person with lived experience of recovery from addiction, mental illness, homelessness, poverty, or trauma. This position must be able to provide a unique perspective to those with similar life issues by offering insights and support into the recovery process based on their own experience.

Specific Job Duties:

- Assist community members in articulating personal goals for recovery through the use of one-to-one and group settings. Coordinator will support people in identifying and creating goals and developing recovery plans with the skills, strengths, supports and resources to aid them in achieving those goals.
- Assist people in working with their support system in determine the steps they need to take in order to achieve these goals and self-directed recovery.
- Assist people in setting up and sustaining self-help (i.e. mutual support) groups, as well as means of locating and joining existing groups.
- Utilize tools such as the Wellness Recovery Action Plan (WRAP) to assist people in creating their own individual wellness and recovery plans.
- Independently or with periodic assistance of team members, utilize and model problem solving techniques with individuals and groups; discussions will be utilized where clients will share common problems in daily living and methods they have employed to manage and cope with these problems. As one who has availed themselves to services, the Coordinator will share their own experiences and what skills, strengths, supports and resources they use. As much as possible, the Coordinator will share their own recovery story and as the facilitator of these sessions, will demonstrate how they have directed their own recovery.
- Use ongoing individual and group work to teach people how to identify and combat negative self-talk and how to identify and overcome fears by providing a forum which allows group members and the Coordinator to share their experiences. By using identified literature, media, etc. people will gain hope, learn to identify their strengths and combat negative self-talk.

- Work effectively with RICares staff; participate in team building, staff meetings, and organizational functions

Knowledge Required:

- Communicate clearly and concisely with the community and staff
- Build relationships and interact respectfully with individuals and groups of people with diverse backgrounds and lifestyles
- Be compassionate and non-judgmental
- Creates opportunities or minimizes potential problems by anticipating and preparing for these in advance
- Work with minimal supervision and is self-directed within the scope of accountabilities
- Provides accurate and consistent information on paperwork
- Checks work to ensure accuracy and completeness
- Adjusts priorities as situations change
- Able to gather and analyze information
- Understand the effects of trauma and how trauma can impact early recovery
- Be able to learn new skills and apply that knowledge to different situations
- Be flexible in work routine and approach to daily schedule
- Be comfortable working independently as well as with the rest of the RICares team
- Understand the effects of oppression and discrimination against communities of color, people with disabilities, the LGBTQ community, and seniors; understand how systemic inequities can lead to families from marginalized groups experiencing substance use disorders at a disproportionately higher rate than communities of affluence.

Minimum Qualifications:

- Candidate identify as being in long term recovery
- Peer Recovery Specialist certification or demonstrated progress toward the certification is a plus, but not a requirement
- Experience working with individuals in recovery and a knowledge of local social services is a plus
- Ability to bend, kneel, squat, reach, and occasionally lift up to 25 pounds
- Ability to climb stairs multiple times a day

- Familiarity with computers and basic software, including Microsoft Word, Excel, and Google Drive
- High School Diploma or equivalent preferred
- Ideal candidate has a driver's license and vehicle, or a demonstrated ability to navigate Uber, Lyft, and other ridesharing options.

Rhode Island Communities for Addiction Recovery Efforts Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender identity, national origin, disability, or protected Veteran status.

Women, people belonging to communities of color, individuals with disabilities, and veterans are encouraged to apply.

To Apply:

Email a cover letter, resume, and three references in .pdf format to iknowles@ricares.org with your name and the job title in the subject line. No phone calls, please.