



Safe Harbor
Anchoring Lives Through Christ

102nd St. SE - Hickory, NC 28602 • Ph. 828-326-7233

www.safeharbornc.org

Recovery Services and Support Navigator

REPORTS TO: Program Director

I. PURPOSE OF POSITION

To lead the most accurate and accessible array of resources for recovery in our city and county, and to establish a recovery community that is conducive to reducing the stigma of addiction through events, education, resources, and support through multiple pathways.

II. DUTIES and RESPONSIBILITIES include the following but are not limited to:

- Meet with community coalitions and partners to gather and compile recovery resources on an ongoing basis, in an electronic format that can be shared with others
- Work with LEAD Program Coordinator to help inform of new or changed programs in the community
- Attend recovery-oriented meetings and events in our county and establish partnering relationships.
- Plan quarterly recovery events and engage partnering agencies
- Create and oversee all volunteer/staff led programs and classes, i.e. Celebrate Recovery, Genesis, Peer Groups
- Expand Recovery Community Center by adding and training volunteer recovery coaches, etc.
- Research, evaluate and plan evidence-based recovery programming with a faith-based approach
- Develop forms and data-tracking systems for statistical purposes
- Set and evaluate SMART goals on a quarterly and annual basis
- Maintaining an attractive, clean, safe, and healing environment in the facility
- Attending and facilitating staff and team meetings as needed
- Participating in professional development opportunities as they are available
- Provide needed information and assistance to the Development Team

III. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IV. EDUCATION AND EXPERIENCE

A bachelor level degree in Social Work with an emphasis on substance use disorder or equivalent work experience in a recovery setting.

V. LANGUAGE ABILITY

- Ability to read and comprehend complex instructions, short correspondence, and memos.
- Ability to write effective and professional correspondence.

- Ability to effectively present information in one-on-one and small group situations to colleagues, clients, and other employees of the organization.

VI. MATH ABILITY

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

VII. REASONING ABILITY

- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

VIII. COMPUTER SKILLS

To perform this job successfully, an individual should have a minimum of intermediate knowledge of word processing software; spreadsheet software; inventory software; internet software; and order processing systems.

IX. KNOWLEDGE SKILLS AND OTHER ABILITIES

- Oral communication skills
- Written communication skills
- Diplomacy
- Filing
- Negotiations
- Organization
- Planning
- Professionalism
- Project management
- Time management

X. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work near moving mechanical parts; outdoor weather conditions and risk of electrical shock. The noise level in the work environment is usually quiet.

XI. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

XII. SPIRITUAL ROLE MODEL

Safe Harbor is a faith-based, Christ-centered organization. As such, all employees are to be actively pursuing and modeling a passionate maturity toward godly character as a follower of Jesus Christ.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES, THAT MAY BE REQUIRED BY THEIR SUPERVISOR.

I understand that the first 90 days of my employment will be an introductory period and that, during this period, Safe Harbor Rescue Mission will evaluate my performance with respect to the duties described above. I also understand that my employment with Safe Harbor will be "at will", both during and after the introductory period, meaning that Safe Harbor can terminate my employment, without cause, at any time or I can resign at any time.

By my signature, I state that I have read and fully understand the above job description and agree to abide by it fully.

Signature

Date