

**Southwestern Wisconsin Community Action Program, Inc.
Job Description**

Job Title: Recovery Pathways Director

Exempt (Y/N): Y	Salary Level: 6
Location: Dodgeville & Richland Center	Department: Health
Supervisor: Bridget Mouchon-Humphrey	
Prepared By: Michelle Ripp	Date: 1/30/2018
Approved By: Wally Orzechowski	Date: 1/30/2018

SUMMARY: This is an opportunity for a motivated and energetic person to create a program from the ground up in Richland and Iowa counties that will improve the chances of sustained recovery for people facing the challenge of opioid addiction. This individual will coordinate sober-living and peer-support services in two sites and link people in recovery to medical and social services; training and jobs; develop relationships with community partners in the business, public, and non-profit sectors to implement the program; and build community support for the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

A minimum of three years of project coordination/management and/or working with community, governmental and non-profit organizations at a supervisory level is required. Extensive knowledge of community-based organizations and non-profits, including mental health/substance abuse agencies is preferred. Candidates who meet these criteria and who have direct life experience with addictions or are in long-term recovery are encouraged to apply.

Well qualified candidates will have:

- Experience developing positive relationships with key community leaders, service providers, policy makers, and other local stakeholders
- Experience in developing, mobilizing, and sustaining partnerships
- Experience in local leadership development and relationship building to coalesce collective activities to achieve goals
- Knowledge of community-based, research-informed public health prevention strategies
- Knowledge of health disparities and factors that increase the risk of illness, disability, addiction, and mental illness
- Knowledge of risks and impacts of opioid harm on individuals, families and communities
- Demonstrated knowledge and application of cultural competence and strategies to ensure equitable access to quality prevention resources for diverse and at-risk populations
- Excellent language, writing, and speaking skills
- Organizational skills and attention to detail, ability to balance multiple projects and priorities
- Ability to work independently with diverse communities
- Ability to supervise diverse sober-living residents and staff
- Experience in working on a team of local partners
- Experience in planning and facilitating meetings of people with diverse interests and ideas

- Experience in public speaking, training, and facilitation

Principle duties:

- Recruit, oversee, coordinate, and support a network of peer-support counselors for program participants
- Recruit community partners to implement needed services for program participants and serve as liaison between partners
- Participate in and/or partner with community substance abuse/mental health coalitions
- Recruit medical providers to expand access to Medication Assisted Treatment for program participants
- Coordinate case management services for program participants
- Engage program participants in on-going design and implementation of the program; encourage program participation post-recovery
- In participation with sober-living residents and staff, develop and oversee program rules and regulations
- Maintain program and individual-level records of service utilization, activities, and overall progress, prepare reports as required
- Make public presentations to community groups to build support for the program
- In collaboration with other SWCAP projects, participate in community anti-stigma activities, including making public presentations
- Participate in WPP Learning Communities and other relevant trainings
- Work closely with UWPHI program evaluators to collect and use data to make program improvements and evaluate the overall progress of the program, assist in report preparation
- Perform other duties as assigned related to coordination, community mobilization, and local monitoring to support the successful implementation of this program

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in social work, public health, community studies, counseling, or related field. Master's degree is preferred.

SUPERVISORY RESPONSIBILITIES:

This person will supervise two peer/support recovery specialists. They will carry out the responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

OTHER REQUIREMENTS:

- Criminal and background check required.
- 5 years of funding are anticipated for this position (through January 2023)
- Primary office location for this position will be in Dodgeville or Richland Center.

- Travel within the 5-county area and potentially through the state is required, and the candidate must have a valid driver's license and access to a reliable vehicle.