

Recovery Advocate

Organization: Community Action Center (CAC) is a community-based, non-profit, human services organization that provides and advocates for the basic needs of people and families throughout Rice County. Its programs create a robust safety net for low-income families and include food access, housing, employment services, clothing, emergency assistance, youth services, transportation, health care assistance, and more.

CAC provides drop-in resource centers where immediate response and support are available, and its thriving and abundant food shelves serve fresh, healthy, and culturally relevant food to thousands of households each year. CAC also administers multiple housing services spanning from emergency shelter to workforce housing, including ongoing support services with tenants. CAC's Recovery Support program helps individuals who are currently using or in recovery from substance use. Partnerships with local employers allow CAC to connect individuals to job opportunities and enhance job skills, and CAC's retail clothing store provides the entire community with access to affordable clothing.

Mission & Values: CAC's mission is to promote a healthy, caring, and just community for all people through resources, advocacy, and volunteer effort. To that end, CAC strives to be a trauma-responsive organization, providing services that embody the idea that people can adapt, heal, and even grow from traumatic experiences. Recognizing the effects that trauma has on individuals, families, and our society as a whole, CAC aims to reduce the impact of trauma on the lives that the organization touches by helping individuals to feel safe, connected and in control—over the course of many interpersonal interactions and in a variety of welcoming settings. Responding to the community in a trauma-responsive way is critical to the success of this position and to the mission of CAC.

CAC's resources and staff are integral parts of their communities and include partnerships with schools, businesses, faith communities, and other organizations. This extensive local network allows CAC to pursue community-engaged solutions, prioritize partnerships, and collaborate with thousands of volunteers. Currently, we are looking for a **Recovery Advocate** to help support the community-responsive work of CAC.

Job Title: Recovery Advocate

Reports to: Recovery Program Manager

Primary Location: Northfield Area Learning Center (ALC) and CAC Resource Centers

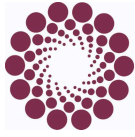
Compensation: \$18-23/hr

FLSA Status: Hourly, non-exempt

Hour Status: 40 hours

Job Summary: The Recovery Advocate will focus on supporting individuals, students, and families experiencing Substance Use Disorder (SUD) to help them overcome barriers and move forward down the path toward recovery. CAC is looking for a dynamic advocate to support CAC's crisis response and long-term advocacy priorities.

Primary Job Responsibilities: CAC's success depends on the ability of its staff and volunteers to adjust and adapt as they dynamically meet the needs of the community. Job responsibilities include but are not limited to:



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Youth Advocacy – Responsible for amplifying the voice of youth in a school-based setting and throughout the community through relational and responsive advocacy and resource navigation. Work on-site with youth to address substance use concerns, as defined by youth, and support wellness.

- Build strong relationships with youth impacted by substance use and other life stressors to support recovery and wellness
- Provide a caring, adult presence in school-based and community-based settings
- Work closely and collaboratively with school staff to identify and respond to the needs of students
- Connect students and families with CAC and other community resources

Adult and Family Advocacy - Responsible for amplifying the voice of participants throughout the community through relational and responsive advocacy and resource navigation. CAC is prioritizing innovative perspectives on empowering participants. Additional tasks and activities include:

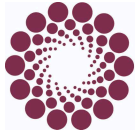
- Work directly with CAC staff and partner agencies to receive and respond to referrals of identified parents struggling with SUD
- Support the work of the Family Recovery Support Program in partnership with Rice County and assist with organizing services provided to people living with SUD
- Coordinate and conduct community-based visits with participants
- Connect and refer individuals with eligible community resources and social services, including assisting with required paperwork (as needed)
- Provide wrap around service coordination and arrange related services to families and individuals as needed
- Provide follow-up with each individual for referrals made
- Advocate for systems-level change
- Work with Program Manager to evaluate and track data on the effectiveness of the Family Recovery Support Program
- Be available for crisis response during scheduled times in CAC's drop-in resource center, area ALC schools, and throughout Rice County
- Ensure prompt case notes, documentation, and data quality within organizational data and case management systems

Collaboration and partnerships – Responsible for identifying and collaboratively working across programs and organizations to serve the recovery needs of the community. Referrals and outreach efforts can happen from a host of community partners. Additional tasks and activities include:

- Represent CAC's recovery support efforts related to MOST, Family Recovery Support Program, and other county-wide programs to address SUD
- Attend community events, representing CAC and the recovery program, to increase community awareness of these services

General Responsibilities:

- Demonstrate commitment to the agency's mission: "To promote a healthy, caring, and just community for all people through resources, advocacy and volunteer effort."
- Employ trauma-responsive, person-centered care practices to create a safe and healing space, build relationships, foster agency, and invest in the long-term wellbeing of participants



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- Utilize crisis intervention and conflict resolution skills to support individuals and families in need
- Follow all mandated reporting laws for vulnerable adults as well as child abuse and neglect
- Attend and actively participate in regularly scheduled organization and team meetings and trainings

Work Environment and Physical Demands: While performing the duties of this job the employee is regularly required to walk, stand, bend, kneel, use hands to write, use computers. Employees are subject to a minimal noise level.

Qualifications: CAC is committed to finding the right person for the position, ideal candidates will possess many of the following qualities:

Required qualities:

- Excellent interpersonal skills, including both verbal and written communication
- Experience working alongside diverse populations
- Passion and patience for the process of harm reduction and recovery
- Experience with youth
- Willingness to maintain the standards, carry out the purpose, and adhere to the policies of the Family Recovery Support Program and CAC
- Highly organized and effective in a dynamic fast-paced environment
- Excellent ability to multi-task and troubleshoot issues
- Ability to work independently and as a member of a team
- Passion for equity and social justice
- Two years removed from problematic substance use
- Ability to pass all required background and MVR checks

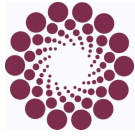
Preferred qualities:

- Working knowledge of social services and community resources for participants
 - Preference given to candidates with strong knowledge of mental health and/or substance use disorders
- Bachelor's degree in human services or related field OR 2+ years of experience in related field
- Strong knowledge of mental health and/or substance use disorders
- Bilingual in English and Spanish strongly preferred
- Familiarity with Rice County organizations and resources
- Peer Recovery Support Specialist Certification, or willingness to obtain certification within a year of hire
- Proficient in Google Suite and Microsoft Office (PowerPoint, Word, and Excel)

Certificates, Licenses, and Registrations:

- Must possess and maintain a valid Minnesota driver's license
- Must possess Personal Auto Insurance

Compensation: The position is designed as a **full-time 40-hour/week, non-exempt position**. Hourly wage will depend on experience and qualifications with a starting range \$18-23/hour plus benefits (including a stipend for health care). Some components of the position may require occasional evening or weekend hours as well as possible travel throughout Rice County. CAC offers flexible work arrangements, professional development opportunities, and a chance to creatively build and implement innovative ideas.



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Equal Opportunity: CAC is an equal opportunity organization. CAC believes that the most efficient and effective workplaces include employees from diverse backgrounds. We strive to create a work environment where all employees and individuals, regardless of race, creed, color, religion, sex, national origin, age, marital status, political affiliation, sexual orientation, gender identity, disability, public assistance status or veteran status, can succeed and make an impact in the community.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

Application and Hiring Process: CAC will be interviewing on a rolling basis until the position is filled. To apply, please submit a cover letter, resume, and contact information for three professional references to employment@communityactioncenter.org. Inquiries and questions can be sent to this same e-mail address or by contacting CAC's Project Coordinator, Lisa Percy, at percy.lisa@communityactioncenter.org or 507-664-3506. Only qualified candidates will be contacted.