JOB DESCRIPTION
Community Response & Recovery Specialist (CRRS)

1. Little Dixie C.A.A.  
2. PROGRAM: Tri-County Opioid Response Project

3. REPORTS TO: Project Director  
4. TITLE: CRRS

5. GRADE: Six  
6. DATE: July 2020

7. APPROVED BY: Rebecca Reynolds  
8. STATUS: Non-Exempt

JOB SUMMARY:
The Community Response & Recovery Specialist (CRRS) will perform individualized and group screenings, develop/coordinate outreach projects. The CRRS will conduct activities towards addressing needs and reducing barriers to treatment as well as develop self-management plans. The CRRS will facilitate completion of all goals as outlined in the work plan among numerous other duties as listed below and will report to the Tri-County Opioid Response Project Director.

DUTIES AND RESPONSIBILITIES
• The CRRS’s will be certified as Peer Recovery Support Specialists and Wellness Coaches by the Oklahoma Department of Mental Health and Substance Abuse Services;
• Each will perform individualized and group screenings, referrals and navigational services to patients within various clinical, office and community settings;
• develop and coordinate outreach projects, programs and systems of care to increase community awareness, engagement and integration between the broader community and the OUD/SUD recovery communities;
• Facilitate via collaboration with Consortium member’s completion of all Prevention, Treatment, and Recovery Core Activities outlined in the work plan.
• Provide supportive and direct services for Consortium, partners, providers, and patients; Conduct activities towards addressing needs and reducing barriers to treatment, including, but not limited to: providing support services and integrated treatment and recovery with behavioral health, dentistry, social services and other nontraditional partners.
• Develop self-management plans with patients/participants, such as Wellness Recovery Action Plans (WRAP);
• provide support for improving social networks and providing health promotion lifestyle interventions including OUD/SUD use prevention, smoking prevention and cessation, obesity reduction and prevention, nutritional counseling, and increasing physical activity as directed by provider orders, etc. Enable individuals, families, and caregivers to find, access, and navigate evidence-based and/or best practices for affordable treatment and recovery support services for SUD/OUD, including home and community-based services and social supports;
• Strengthen collaboration with law enforcement and first responders to enhance their capability of responding to and/or providing emergency treatment to those with SUD/OUD including, but
not limited, to: coordinating training for naloxone use for new and existing personnel and developing and providing SUD/OUD cultural competency and sensitivity training.

- Work to enhance and create among patients the development of natural supports, coping skills, and other skills necessary to function as independently as possible in the community, including assisting re-entry into community after hospitalization or other institutional settings.
- Facilitate Project activities that include but are not limited to, community education and presentations, event and outreach coordination, supporting partner staff in facilitating education, SUD/OUD training to medical and behavioral health providers and integrating screening services in clinics, Support the recruitment of medical and behavioral health staff through outreach and engagement, Engage emergency responders in training and outreach coordination, facilitate the development of a community referral network management system, connect and recruit new community orgs into community referral network; facilitate the development of an internship system within consortium, engage community orgs such as housing groups/landlords and employers for recovery support programming.

**SUPERVISORY RELATIONSHIP:**
The Community Response & Recovery Specialist (CRRS) works under the supervision of the Project Director and performs no staff supervision.

**QUALIFICATIONS:**
- Bachelor’s degree preferred (four-year degree in any of the following fields of study: Public Health, Health Sciences, Social Work, Counseling, Psychology, Criminal Justice) or equivalent background and experience to successfully perform the essential duties outlined in the roles/responsibilities above.
- Ability to work with the public and maintain an effective working relationship with agency employees and public in a professional manner at all times.
- High School Diploma/GED with past participation in local or national consumer advocacy or knowledge in the area of OUD/SUD and/or mental health recovery will be accepted in lieu of higher education requirements.
- Preference may be given to applicants who are current or former consumers of OUD/SUD and/or mental health services.
- CRRS’s will be required to become certified as Peer Recovery Support Specialists through the Oklahoma Department of Mental Health and Substance Abuse Services.

**MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**
1. Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress.
2. Constantly must be able to sit/stand in a stationary position 50% of the time.
3. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
4. Frequently must be able to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
5. Frequently must communicate with staff and others who have inquiries about the project. Must be able to exchange accurate information in these situations.
6. Occasionally must move/carry equipment weighing up to 30 pounds.
7. Frequently must ascend/descend steps, including in and out of vehicles.
8. Frequently must visually detect highway signs and interact with traffic while operating a vehicle.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform my duties as described. I understand that this is not an exhaustive list of my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties and functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management’s right to assign or realign duties with responsibilities to this job at any time. This position is Non-Exempt from the provisions of the Fair Labor Standards Act and its amendments. I certify that I understand and accept the responsibilities and duties of this position.

________________________________________  __________________________
Employee Signature                                Date

________________________________________
Employee Name (Printed)