



NNCC

Position Title:

ORTH CITIZENS' COUNCIL

## Position Description

Care Coordinator

Programa: La Nueva Vidal./New Life Program

Reports To: Program Director

FLSA:

NonExempt

**SUMMARY:** To provide case coordination and program services to support participants in their recovery, reduce risk of opioid overdoses and improve participants' employability and social skills in order to facilitate a successful re-integration.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide case coordination and program services to support participants in their recovery, reduce risk of opioid overdoses and improve the participant's employability and social skills in order to facilitate a successful reintegration.
- Provide warm referrals and develop linkages to medical, mental and behavioral health treatment, education/literacy, vocational training, job placement and housing agencies, and linkage with recovery community mentors and other support groups.
- Develop positive, supportive and effective relationships with participants and their family members while maintaining these relationships in a professional and instructive manner.
- Help participants develop their own personalized transition plans with goals and action steps.
- Support participants in accessing HCSD substance use services, as well as community addiction services that include Medical Assisted Treatment when indicated.
- Provide referrals and follow-up to programs that provide instruction on life skills, ABE/ESOL programs, daily living skills and workplace readiness skills necessary for successful reintegration into family life, the workforce and the community.
- Provide crisis intervention counseling, other types of counseling and emotional support as needed. ● Serve as a liaison with service agencies, addiction service providers, health care providers on all cases to ensure efficiency and continuity in providing services.
- Monitor and keep case records on clients and report progress to the Director and Coordinator.
- Engage in the required data collection activities and support the evaluation of the project. ● Attend; participate in DPH program training and workshops, and other professional development workshops, training and conferences.

### Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

1. Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit, able to build morale and group commitments to goals and objectives.
2. Initiative - Volunteers readily; Undertakes self-development activities to include certifications, workshops and continuing education related to position. Seeks increased responsibilities.
3. Diversity and Ethics- Shows respect and sensitivity for cultural differences-promotes a harassment-free environment-treats people with respect and uphold agency's values.

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**QUALIFICATIONS:** High school diploma or equivalent certification required, \*Associates Degree and two years of experience providing evidence based services to the priority population, \*Counseling experience in a correctional setting preferred,\*Training in Motivational Interviewing preferred,\*Knowledge and/or experience with a Recovery Community.

**EDUCATION AND/OR EXPERIENCE:** High School Diploma or general education degree (GED) with one to three months of related experience and training. CADAC certifiable. Must be knowledgeable on HIV/AIDS/AIDS, STD, and TB health issues.

**LANGUAGE SKILLS:** Bi-lingual (English/Spanish) and Bi-Cultural not required. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers, parents and employees of organization.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**MENTAL/VISUAL DEMANDS:** Flow of work and character of duties involve normal mental and visual attention much or all of the time. Specific vision abilities required by this position includes close vision, distance vision, peripheral vision, color vision, depth perception and ability to adjust focus. Eye-hand coordination required less than 15% of the time.

**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 while performing the duties of this job, the employee is regularly required to reach with hands and arms; stand; walk; climb or balance; stoop, and kneel.

The employee must regularly lift and [or move up to 10 pounds, frequently lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Description Acknowledgement

"I have received a copy of my job description and I understand and will abide by the duties as outlined.

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Employee Name (Please Print)

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Employee's Signature

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Date

Revised: 11/8/21 (KLM)