

POSITION DESCRIPTION

PEER RECOVERY MENTOR

WomenFirst Transition & Referral Center is a grass-roots organization working to provide a nourishing environment where women can rebuild their lives and self-worth through peer-mentoring, life-skills training, empowerment groups, and community support.

Position Title: Peer Recovery Mentor

Reports To: Executive Director

Job Shift: Full-time; 30 hours per week starting

Location: 21440 SE Stark St., Gresham, OR 97030

Job Category: Non-profit; social services; mentorship

Wage: Range- \$25.00-\$30.00 hr

Position Responsibilities

General Function:

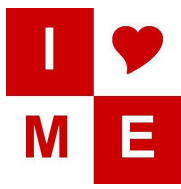
The full-time Recovery Peer Mentor is a gender and culture-specific role within WomenFirst. As an organization serving primarily Black women we are looking for someone who reflects our target demographics and makes them feel comfortable and safe. The Mentor will be providing peer recovery support to participants who are currently involved in the criminal justice system. The Recovery Mentor acts as a role model and documents the progress of participants while working closely with Probation and Parole Officers. The Recovery mentor assists participants in recovery activities and developing recovery support in a variety of environments.

Mentorship Duties:

- Effectively and compassionately serve a diverse population and act as a peer modeling recovery for an assigned caseload of participants.
- Conduct routine health and drug screening.
- Assist participants with building a foundational support network by introducing them to a variety of recovery models within the community and attending community support activities with them.
- Accurately assess the needs of participants, connect them with appropriate resources, and support them in building a transition plan.
- Transport participants to and from necessary appointments when necessary.
- Encourage participants to develop their self-sufficiency.
- Assist participants in securing housing and employment as needed.
- Work collaboratively with community partners to establish relationships, including regular interaction with participants counselors and/or probation/parole officers.
- Facilitate classes and skill groups as assigned by the executive director.
- Maintain accurate and complete reporting and documentation in a timely manner.
- Abide by all organizational policies and procedures as listed in the Employee Handbook, as well as confidentiality laws, professional boundaries, peer support principles, and any relevant federal or state regulations.

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- Participate in weekly supervision and meetings as assigned.

Experience Requirements

- A minimum of 2 years clean and sober with a verifiable program of recovery.
- Free from supervision in any state.
- Experience collaborating with community partners to identify shortcomings and building partnerships in order to improve outcomes.
- Lived experience related to Black, justice-involved women, with prior probation experience preferred.
- Experience setting and maintaining clear, effective boundaries and the ability to hold others accountable with compassion.
- Experience with crisis prevention and intervention

Knowledge, Skill, and Ability Requirements

- Certified in an Oregon State Mental Health and Addictions approved training as a Certified Recovery Mentor.
- Personal vehicle, valid driver's license, acceptable driving record, and auto insurance valid for a minimum of three months after hire.
- Demonstrated success at working effectively in a diverse, collaborative team environment, with skills in promoting inclusion and cultural responsiveness.
- Excellent communication skills with a trauma-informed approach and conflict resolution skills.
- Ability to maintain high professional standards at all times with participants, staff, and community partners.
- Computer literate with a functional ability in Microsoft Office and Google Suites and/or workspace.
- Knowledge of Jotform is suggested but not required.
- High school diploma, GED, or equivalent.

WomenFirst is an Equal Opportunity Employer.

WomenFirst requires all employees to have completed a full COVID-19 vaccine dose prior to beginning work. Proof of vaccination is required. If you have questions or concerns regarding reasonable accommodations, please reach out to us.

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