



JOB DESCRIPTION

JOB TITLE:	Riverwood House Navigator
EMPLOYMENT TYPE:	Full Time, Indefinite
HOURS PER WEEK:	40
REPORTS TO:	Riverwood House Director

JOB OVERVIEW:

The Riverwood House Navigator will facilitate the supportive services at Riverwood House to guide participants through their ongoing recovery and work towards transitioning to independent and meaningful living in the community. This role can be summarized as having 3 core functions:

Measure – Plan – Engage

Activities supporting these core functions include:

- 1) Assessment and measurement
- 2) Flexible, participant centred planning focused on the development and implementation of the Personal Recovery Plan (PRP) which will guide each individual's involvement with Riverwood House
- 3) Linkages (i.e., coordinating, arranging) of support services needed to support the PRP, including trauma informed recovery
- 4) Monitoring clients (includes evaluating, coaching)
- 5) Advocacy (e.g., reducing or eliminating barriers between systems, negotiating rules)
- 6) Overall Case Management including documentation, file storage and privacy adherence

Along with coming alongside a participant on their recovery journey from substance use, and within the context of the aforementioned core functions, the Navigator's role is to support the participant's personal and recovery goals. These may include, but are not limited to, physical and oral health improvement, life skills development, mental health support, education, family reunification, cultural and spiritual support, transition to healthy independent community living, access appropriate housing, and employment seeking.

RESPONSIBILITIES:

- Contributes to the creation of and maintaining a supportive, nurturing, safe and sober living environments for all participants.
- Completes participant assessments, provides interventions, and makes referrals, as appropriate, in collaboration with Riverwood House staff.

- Based on the assessments, works in collaboration with the participant to develop the Participant Personal Recovery Plan. The Personal Recovery Plan outlines the supports, education, and personal goals of the participant.
- Assists in coordinating and monitoring participant's orientation and progression into and through each phase of the Riverwood House Recovery Program.
- Provides case management services to participants, ensuring that physical and mental health, cultural and spiritual supports, education, legal issues, parenting/childcare issues, health care, relationships, domestic violence, and economic assistance supports are in place and maintained.
- Initiates and maintains complete and up-to-date participant records (client files, assessments, incident reports, discharge summaries, etc.).
- Assures maintenance of client information (information from other agencies, mental health issues, etc.) in secured files.
- Ensures case management practices and participant record keeping follow relevant privacy legislation and internal policies.
- Provides education, individually and/or in groups settings, on topics such as relapse prevention, family dynamics, trauma informed recovery etc.
- Develop community resources for the program, which meet individual participant needs.
- Collaborates with community service providers to assist participants in acquiring resources.
- Develops and provides applicable programming to participant families to educate and support their loved one regarding addiction and recovery support
- Provides individual counseling in relation to the implementation of the PRP
- Required to conduct random drug screening.
- Document interventions.
- Works with police, courts, hospitals, etc., to promote optimal services to participants.
- Collaborates with other staff in program development and participant consultation.
- Attends and participates in training, continuing education, and meetings, as required.
- Assists in developing and adhering to all Riverwood House policies, house rules and procedures.
- Acts as a liaison with Community Based Services, Department of Justice, Department of Corrections, and/or Drug Court, as applicable.
- Performs other tasks, as assigned by the Riverwood House Executive (Program) Director.

QUALIFICATIONS:

- Graduate of an accredited post-secondary education in Health Related Social Sciences (e.g. BSW, BScMH, BScPN, BN, RPN, OT). Other relevant educational qualifications and experience may be considered.
- Active license and registration to practice as required by professional association and provincial legislation.
- Related experience in addiction supports and mental health supports a strong asset.

- Case management experience.
 - Demonstrated ability to work in a culturally informed manner.
 - Demonstrated excellence in communication, interpersonal and organizational skills.
 - If in recovery, must have maintained a minimum continuous sobriety of two years and participate in an active recovery program.
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OTHER:

Riverwood House is a program of Riverwood Church Community. As such, employees should be supportive of Riverwood's Statement of Faith, Mission, Vision, and Values.

TO APPLY: Resume and cover letter may be sent via email to humanresources@riverwood.cc

CLOSING DATE: When position filled.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not to be construed as a complete list of all responsibilities, duties and skills required of the individual. All hired staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.