

**TRILOGY RECOVERY COMMUNITY
120 E BIRCH STREET, SUITE 14 & 15
WALLA WALLA, WA 99362**

JOB DESCRIPTION

POSITION TITLE:	Family Services Navigator	REPORTS TO:	Program Director
EMPLOYMENT STATUS:	Part-Time; Full-time	HOURS/WAGES/ BENEFITS	hrs./wk.; begins: \$ /hr.; Payroll benefits, Health Insurance

GENERAL DESCRIPTION/ BASIC FUNCTION:

The Mission of Trilogy Recovery Community is to share Hope with the children, teens, adults of the Walla Walla Valley on their individual paths to Recovery.

Our Vision is to create a healthier community one person at a time.

Commitment to Justice, Equity, Diversity, and Inclusion

Trilogy Recovery Community is an equal opportunity employer, and we are committed to justice, equity, diversity, and inclusion in every aspect of our organization.

Family Services Navigator (FSN) Serves the Mission of TRC as 1. The point of first contact to community partners seeking to access TRC mental health recovery services for children, teens, families, and adults; 2. Is a lead provider of recovery services to children, adolescents, and adults seeking Recovery from emotional pain and/or trauma; 3. Oversee and assess the need for and implementation of Family Wellness Services for families at risk.

Core Competencies:

- **Recovery-oriented:** FSN holds out hope to those they serve, partnering with them to envision and achieve a meaningful and purposeful life; to help those they serve identify and build on strengths and empower them to choose for themselves, recognizing that there are multiple pathways to recovery.
- **Person-centered:** FSN recovery support services are always directed by the person participating in services. Recovery support is personalized to align with the specific hopes, goals, and preferences of the people served and responds to specific needs the individual has identified to the FSN.
- **Voluntary:** Participation in services is always contingent on choice. FSN are partners or consultants to those they serve. They do not dictate the types of services provided or the elements of recovery plans that will guide their work with peers.
- **Relationship-focused:** The relationship between the peer worker and the peer is the foundation on which recovery services and support are provided. The relationship between the FSN and the individual is respectful, trusting, empathetic, collaborative, and mutual.

- **Trauma-informed:** FSN recovery support services utilize a strength-based framework that emphasizes physical, psychological, and emotional safety and creates opportunities for survivors to rebuild a sense of control and empowerment.

Key Responsibilities:

- Provide initial consultations and individual child, adolescent, partner, and family intakes and assessment for recovery support services
- Provide individual child, adolescent, adult and/or family recovery support services as determined by intake assessment and the service plan
- Provide Teen Intervene services as determined by referral requests and assessment
- Provide FAST CBT interventions to children and adolescents and their families
- Provide CBT-informed recovery support services
- Meet weekly/as needed/scheduled with individuals based upon intake assessment and services plan
- Provide group services for families, adults, and teens.
- Actively collaborate with all staff members providing services on behalf of TRC
- Attend weekly supervision meetings in a prepared manner
- Collect and report meeting data in a confidential way
- Provide task supervision to interns, trainees and assigned staff as needed
- Develop training protocols for staff in collaboration with Leadership
- Collaborate in the training and development of new trainees and interns
- An ability to work with others unlike yourself

REQUIRED MINIMUM SKILLS & QUALIFICATIONS

- An MSW or related field
- KNOWLEDGE of and/or interest in the field of Adverse Childhood Experiences (ACEs), trauma, mental health challenges, substance use and other mood altering behaviors, chemical dependency and co-occurring mental health disorders
- KNOWLEDGE of the developmental impacts of ACEs on children, and trauma in general
- SKILLS a commitment to trauma informed care that is healing centered and demonstrable
- KNOWLEDGE of and ability to follow a Code of Ethics and to be ethics-minded
- SKILLS: A working knowledge of HIPAA and 42 C r
- SKILLS an ability to report program related informations in a confidential manner
- SKILLS facilitating groups
- Ability to advance into a leadership role
- Commitment to Justice, Equity, Diversity, and Inclusion of peers and co-workers
- All onboarding training must be completed within three months of start date

PREFERRED KNOWLEDGE, SKILLS, EXPERIENCES

- SKILLS and experience with program implementation, planning,
- SKILLS and experience with inter-agency collaboration
- SKILLS and experience with government reporting requirements
- SKILLS Bilingual abilities a plus

Development & Public Relations: Every employee represents TRC in the community in both official and unofficial venues. At times you will be asked to attend community events and help organize fundraising events on behalf of Trilogy.

Social Media Policy Statement: Every employee represents TRC in the community in both official and unofficial venues. This includes social media. Please be aware of and professional in your social media postings.

Office & Administrative Duties: Track relevant data to monitor progress of participants in the program, prepare reports and correspondence and assist with appropriate billing requirements. General office work.

NOTE: This job description does not constitute a contract for employment. This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All Trilogy employees are expected to perform tasks as assigned by Trilogy's Executive Director, regardless of job title or routine job duties.

