

Job Title:	Outreach and Training Coordinator		
Location:	Tucker, GA	Travel:	Some
Work Location Details:	Hybrid schedule – at least 2 days in office. Fully in-person for scheduled trainings/events. *hybrid schedule subject to change due to office needs*		
Level/Salary:	\$41,600/year (or \$20/hour)	Position Type:	Non-Exempt, Full-time – 40 hrs/week
Submit application:	https://form.jotform.com/GC4RHR/gc4r-job-application	Questions:	Jill@gc4recovery.org
<p><i>Georgia Council for Recovery (GC4R) is a non-profit organization with the mission to increase the impact of substance use recovery in Georgia's communities through education, advocacy, training, and direct peer services. We educate, advocate, and create safe and empowering spaces that support the dignity and value of what's right and what's working with individuals, communities and systems. GC4R offers a highly attractive compensation package that includes competitive wages, paid holidays, wellness days, paid time off, healthcare options, and more.</i></p>			

Job Purpose:

This person will reach out to the community to train and recruit CARES applicants, especially historically underserved populations, such as the medication-assisted recovery community. This person will provide support to and work closely with CARES applicants, recovery organizations, GC4R staff, and the CARES team. This person will assist with data input, CEUs, and distribution lists. This candidate will uphold the culture, principles, values, and mission of GC4R in all aspects.

Duties:

- **CARES ACADEMY PROCESS.** Facilitate ROSC CARES Workshops and provide feedback to peers looking to improve their scores in collaboration with the CARES Team Lead and CARES Team. Review and score CARES applications in collaboration with CARES team. Participate in CARES Academy interview process. Prepare and create CARES graduation certificates. Assist in proctoring and scoring the CARES CPS-AD exam.
- **COORDINATING WITH THE MAT COMMUNITY.** Responsible for arranging and hosting quarterly meetings with Medication Assisted Treatment (MAT) Advisory Board and bringing topics for the MAT Advisory Board to discuss and begin planning.
- **SUPPORTING CARES.** Responsible for responding to emails and telephone calls to assist peers with upcoming trainings and registrations in a timely manner, ensuring that reminder emails are sent out in regard to all upcoming trainings provided to the recovery community.
- **CARES AND CEU TRAINING COORDINATION.** Assist with the planning and execution of CARES Academy, CARES Connect, and other CEU trainings as needed. Create exam and training certificates for all CARES trainings, including relevant CEU information. Email electronic certificates for exams and trainings to peers. Present at the CARES Academy. Work closely with the CARES Team Lead and Peer Workforce Coordinator to arrange, plan, and execute the CARES Connects, ROSC CARES Workshops, and other trainings as directed. Create email blast campaigns and registration for trainings.
- **WEBINARS.** In collaboration with the Peer Workforce Coordinator, create topics for monthly CARES webinars. Organize and moderate webinars and online training. Provide technical assistance to webinar presenters during practice and planning. Upload handouts, videos, and any other media needed. Create and deliver poll questions during webinar.
 - **REPORTING.** Write the monthly MAR CARES programmatic report that is submitted to the Department of Behavioral Health and Developmental Disabilities (DBHDD). Ensure reports are thorough and comprehensive, reflecting the deliverables of the MAR CARES program.

- **TRAVEL.** Travel as assigned to various ROSC/CARES Workshops around the state, CEU trainings, and other events as needed. Additional duties will be to reach out to RCOs and ARSCs that DBHDD funds, provides support and outreach to underserve communities.
- Other duties as required.

Qualifications

- Active Certified Addiction Recovery Empowerment Specialist (CARES) certification
- CPS-AD certification indicating passing grade on CARES exam
- **COVID-19 Vaccination – please speak with HR or hiring manager if you have questions**
- Excellent organization skills and detail oriented
- Basic computer skills
- Basic working knowledge of Microsoft Word, PowerPoint, and Excel
- Excellent time management skills
- Reliability and dependability – ability to report to work and events on time
- Strong writing skills
- Strong written and oral communication skills
- Cultural competency skills and experience with culturally diverse populations
- Ability to work as a collaborative team member, supporting supervisor, leadership, and other departments in the organization
- Experience with the addiction recovery process and principles of recovery-oriented systems of care
- Excellent understanding of and support for medication-assisted recovery and practices
- Familiarity with community recovery services in all areas of Georgia
- Ability to develop and sustain relationships with peers and recovery organizations
- Ability to treat individuals with dignity and respect
- **Bilingual – Spanish/English preferred**

Physical Requirements:

- Sitting for long periods of time (up to 8 hours).
- Looking at a computer screen for long periods of time (up to 8 hours).
- Ability to lift up to 20 lbs.
- Ability to transport supplies to and from trainings
- When working from home – safe and confidential environment with adequate internet connection.

Education Requirements:

- Highschool Diploma or GED