

Job Title: Care Coordinator

Salary: \$40- \$45k annual DOE. This is a grant funded, full-time (40 hours per week) in office position. Some work on weekends and after normal business hours will be required.

Benefits: Health, dental & vision insurance, 13 paid holidays per year, generous paid time off policy. Nice office environment in Ashland City, TN.

Travel Required: Multiple counties will be served by two care coordinators. (Stewart, Humphrys, Houston, Dickson, Cheatham, Robertson, Sumner, Montgomery Counties) Local travel, primarily within the Regional area, with some overnight/statewide travel for grant required training and meetings. Travel will be reimbursed at the State of TN mileage rate and overnight travel will be covered per diem.

Job Purpose:

The Care Coordinator will provide recovery support to individuals with substance use disorder (SUD) across multiple counties. This role works closely with first responder agencies (law enforcement, fire, EMS) to coordinate care, offer peer support and connect individuals to treatment, recovery, and harm reduction resources.

Role and Responsibilities:

Essential roles, responsibilities, and activities of the Care Coordinator:

- Build and maintain relationships with behavioral health providers, accept referrals from first responder agencies/organizations including Law Enforcement, EMS, and Fire Departments for persons with substance use disorder,
- Provide care coordination including peer support and linkage to the behavioral health care system for persons with substance use disorder and/or who have experienced an opioid overdose including conducting screening/assessments for referrals, identifying treatment/recovery support needs/refer to support, and follow-up with referrals after 30 days and up to 1 year on a predetermined follow-up schedule.
- Provide information and education about the recovery process as well as intervention strategies when appropriate.
- Assist the Regional Overdose Prevention Specialist (ROPS) in implementing outreach strategies for first responder agencies/organizations (Law Enforcement, EMS, and Fire Departments) including but not limited to dissemination of educational information and development of community partnerships,
- Develop and sustain relationships with community resources, support groups and services for the persons receiving peer support services and families, friends, and allies of those persons.
- Keep and maintain accurate and comprehensive records in accordance with guidance provided by team leadership.

- Attend all state organized program training and meetings,
- Comply with reporting requirements including ongoing data entry into the program tracking system, monthly reporting, and entering status data into the state's reporting system,
- Develop community outreach materials to highlight the program.
- Other job duties as assigned.

Qualifications/Education Requirements:

- High school diploma or equivalent
- Active Certified Peer Recovery Specialist (CPRS) certification
- Experience providing peer support and ability to build effective peer support relationships.
- Ability to work as a collaborative team member and to deal effectively with sensitive and confidential information.
- Experience with the addiction recovery process, medication-assisted recovery and practices, and principles of a recovery-oriented system of care.
- Familiarity with and/or ability to develop and sustain relationship with individuals and organizations providing community-based recovery support services in the Regional area.
- Ability to treat all individuals with dignity and respect with understanding of and ability to maintain appropriate boundaries.
- Ability to work independently self-motivated, good time-management skills, flexible, and excellent problem-solving abilities

Preferred:

- Experience with recovery from substance use disorders required with recovery from opioids preferred.
- Demonstrated skill in active listening skills.
- Experience in Motivational Interviewing skills preferred
- Experience with recovery community engagement preferred

About Cheatham County Community Enhancement Coalition:

The vision of the Cheatham County Community Enhancement Coalition (CCCEC) is a safe, healthy, drug free community. We are committed to providing compassionate and effective support to individuals in their recovery journey. Nobody cares about our community like our community.

To Apply:

Please send resume to ldurham@cheathamcoalition.org