



Job Title	Recovery Navigator I	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	6	Job Code	18274

Class Specification – Recovery Navigator I

Summary Statement:	
<p>The purpose of this position is to assist the Community and Public Health Division of the Colorado Springs Fire Department (CSFD CPH) by providing navigation support to individuals exiting the Criminal Justice Center. This position will facilitate discharge, care coordination and intensive case navigation for identified clients. They will complete substance abuse and mental health referrals, input appropriate documentation into program databases, provide navigation that identifies and addresses the barriers that keep members from getting the ongoing resources and treatment they need. The Recovery Navigator will provide behavioral/ social information tailored to the needs of each member and provide motivation and support. This position will work in a team with a Behavioral Health Clinical Navigator to manage an integrated caseload, in the community. Recovery Navigators will assist with referral management and intakes into the program.</p>	
Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
70%	Conduct intensive case management for members on a daily basis; complete intakes/ assessments for those individuals referred to the program; coordinate care for members as the need arises in their treatment; implement behavioral modification/ solution focused treatment for issues that are hindering improvement; conduct education specific to the client’s reported diagnoses and symptomology; and create intervention planning/ goal setting for each member on caseload and participate in weekly team meetings and bi-monthly case reviews.
20%	Participate in case consultation with both internal/ and external partners as needed to assist compliance of member; interact in professional to professional communication as needed to advocate for member.
10%	Provide community trainings/ education upon request and assist with community outreach, building relationships with partners/ agencies, and maintaining positive alliances.



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Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public/ CJC population requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to completion of the twelfth grade (high school diploma or GED).

Experience: One year of full-time experience working with individuals in a recovery setting.

Education and Experience Equivalency:



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One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Colorado Driver's License	Upon hire
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Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:

Job has no responsibility for the direction or supervision of others.

Supervision Received:

Receives Immediate Direction: The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. Immediate supervisor may provide close and constant review.

Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office and field
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Occasionally



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Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Occasionally

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: October 2021