

## Prevention Network Position Description

**POSITION TITLE:** Family Support Navigator

**POSITION DESCRIPTION:** Responsible for the delivery of Family Support Navigation Services throughout Onondaga, Oswego, Cayuga, Cortland, and Madison counties. This individual will assist families struggling with addiction issues, and individuals in recovery or seeking a recovery lifestyle, to navigate barriers and connect to appropriate services.

**POSITION QUALIFICATIONS:**

**Education:** Associates Degree in human services and a CRPA/CFPA preferred

**Experience:** At least 3 years' experience in the human services field, in-depth understanding of the disease of addiction, knowledge related to the prevention/treatment/recovery/harm reduction continuum; knowledge related to the co-occurring nature of substance use and mental health issues

**Skill sets required:** strong verbal and written communication skills; strong organizational skills; strong interpersonal skills; fluent computer skills, including use of social media platforms and data collection tools; ability to function both independently and as part of a team; creativity, initiative, and flexibility in interpersonal approach to youth, adults, families, and peers

**SUPERVISED BY:** Executive Director

**JOB FUNCTIONS:**

- 1) Assist in developing and facilitating the delivery of a high-quality, results-oriented program
- 2) Assist families in connecting with managed care organizations; treatment facilities; hospitals, community-based organizations, support groups, and any other support services needed
- 3) Collect required data, assist in evaluating results, and engage in strategic planning with the Family Support Navigation team
- 4) Work with other agency staff members to ensure a holistic and integrated approach to mission-focused, trauma-informed, family support service program delivery
- 5) Foster the development and implementation of media marketing around all events and programs throughout the 5-county catchment area in support of families
- 6) Coordinate an agency presence and family voice on community committees, events, and coalitions throughout the 5-county catchment area
- 7) Develop and implement outreach activities in the 5-county catchment area
- 8) Demonstrate sensitivity to and respect for the diverse cultural backgrounds and practices of families, peers, volunteers, agency staff, and all other visitors/guests of Prevention Network

**OTHER JOB REQUIREMENTS:** **Must** have availability for flexible programming evenings/weekends, as needed; valid NYS driver's license/reliable transportation; position demands initiative, creativity, and innovation in program development; professionalism consistent with agency mission and values.

Resumes can be emailed to [AHopkins@preventionnetworkcny.org](mailto:AHopkins@preventionnetworkcny.org).