



## Job Description – Community Caring Collaborative Substance Use Response Coordinator

### Responsibilities

The Community Caring Collaborative (CCC) Substance Use Response Coordinator will contribute to substance-use informed collaborative programming and capacity building throughout Washington County through development of shared programming, delivery of training, and contribution of expertise to multi-sector initiatives working to address complex issues of substance use and its impacts.

Responsibilities and essential contributions include:

#### **(40%) Lead the collaborative design process for substance use recovery and employment programming**

- Working with CCC partners, the coordinator will advance the community-informed design and pilot of a recovery, training, and employment program that meets the needs and goals of community members in recovery and Washington County businesses at the same time.
- Create and facilitate multi-stakeholder opportunities through focus groups and community meetings for input on program design including community members in recovery, business owners, direct service providers, and others.
- Write the conceptual design that includes evidence-based and community-based strategies for achieving the shared goals of the recovery and employment program.

#### **(20%) Deliver trainings on the topic of Substance Use Disorder and its impacts**

- Gain understanding of the ongoing training efforts of the CCC and other community partners to increase awareness of substance use and its impacts and continue the expansion of those training efforts county-wide.
- Lead CCC trainings on the topic of substance use and its impacts as well as other CCC training topics as appropriate.
- Engage and train local businesses on substance use and its impacts, the availability of existing substance use/addiction/recovery services and supports, and workforce resources available (e.g. paid work experience, on the job training, etc.) in order to support hiring, training, and successful employment for people with issues with substance use disorder and related criminal records.

#### **(15%) Contribute clinical expertise to existing county-wide efforts to address substance use challenges**

- Identify and build relationships with community organizations engaged in the county-wide response to substance use challenges (e.g. prevention, law enforcement, treatment, recovery, faith-based, etc.).
- Contribute as appropriate to the success of individual community organizations as well as support the coordination and alignment of those programs toward shared goals.

#### **(15%) Contribute to all aspects of the CCC's mission and goals**

- Contribute to standing commitments of the CCC and its mission, including: convening partners to expand collaboration; offer training and technical assistance to increase skills and knowledge; administer barrier removal programs to support family security; and create new services and opportunities for vulnerable community members to help them achieve their dreams.



- Participate in weekly CCC staff meetings, convening of regular standing meetings of established CCC groups, and contribute to the success of trainings and events.

### **(10%) Other duties**

- Represent the CCC at events, conferences and meetings
- Contribute to evaluation and reporting regarding relevant CCC program
- Contribute as a team member to CCC activities as assigned

## **Qualifications**

Minimum qualifications include a Bachelor's degree and at least three year's relevant experience in substance-use related professional field. Project management and program implementation and sustainability experience is preferred. The coordinator must be able to build relationships with people in a variety of settings and understand effective approaches for strengthening systems.

Experience leading trainings or other educational initiatives that support new skills, knowledge, and values for broad audiences is also required for job duties related to training. Clinical expertise in Substance Use Disorder and evidence-based substance use treatment is not required for the position, but applicants with certifications (LACD, CADC, LCPC, MSW) may be better equipped to perform duties of the job. Comprehensive knowledge of community health, mental health, treatment, recovery, employment and financial resources is also strongly preferred.

## **Position Details**

The CCC, in partnership with its fiscal sponsor, Sunrise Opportunities, is an equal opportunity employer. Sunrise Opportunities supports financial administration of the CCC, including HR, compensation and benefits.

The coordinator position is full-time non-exempt with benefits and a compensation range of \$28-32/hour based on experience, education, and certifications.

The coordinator reports to the director and clinical director of the CCC and does not supervise other employees.

The job location is Machias and travel is primarily limited to Washington County, with some in-state and out-of-state travel for meetings and training required.

## **Application Process**

Please mail cover letter and resume to: Community Caring Collaborative, Attn: Angela Donaghy, P.O. Box 224, East Machias, ME or [adonaghy@cccmaine.org](mailto:adonaghy@cccmaine.org). Emailed submissions should be single .pdf files.

Contact Charley Martin-Berry with questions at 207-263-5172.



## CCC Mission and Values

The CCC is a partnership of individuals, non-profit, tribal and community organizations working to expand resources and increase hope, health, and well-being for people in Washington County. The CCC is dedicated to collaboration, building shared vision, and co-creating services, programs and opportunities with partners across broad sectors.

The CCC believes that all communities need a continuum of supports and services to effectively address their concerns and to achieve their aspirations. Our focus is on increasing awareness of the impacts of those challenges that make community members vulnerable, removing barriers to well-being that diminish potential and hope, and increasing opportunities to help people reach their dreams.

A shared foundation of core values and beliefs is embedded in all aspects of the CCC. We support the expansion and creation of programs and activities that are:

- Strength based
- Trauma informed
- Poverty informed
- Family driven
- Culturally competent
- Substance use aware
- Responsive to community & individual needs
- Accountable through evaluation
- Evidence informed
- Working towards transformational change