



Position Title: Recovery Mentor
Reports To: Director of Programs and Services
Department: Programs and Services
Status: NON-EXEMPT
Schedule: 40 hours per week; some evenings and weekends
Salary Range: \$15 - \$16 per hour, depending on experience

Application Deadline: Open until filled

Cover letter, resume, and completed Raphael House employment application form must all be received in order to be considered. If any of the three application materials are missing or incomplete, your submission will not be considered.

For 40 years Raphael House of Portland has helped domestic violence survivors and their families find safety, hope, and independence. Our emergency shelter serves individuals and families fleeing intimate partner violence, and we proudly provide family-centered, culturally responsive, and gender-inclusive services. In addition to immediate safety and basic needs, survivors have access to ongoing programs and case management designed to help them achieve permanent housing, employment, and stability.

Position Summary:

Under the supervision of the Director of Programs and Services and based at Raphael House of Portland, the Recovery Mentor will work as a liaison between domestic violence services and substance abuse recovery services for survivors accessing assistance locally through the domestic violence continuum of care. This role will provide peer support, systems navigation, and referrals to assist survivors in the different stages of their individual recovery process. As this position is a peer support role, the Recovery Mentor must be at least two years in recovery from drugs and/or alcohol, and also have personal experience as a survivor of domestic violence.

Essential Duties and Responsibilities:

- Engage survivors and support them through the appropriate stage of their recovery.
- Outreach through the domestic violence continuum of care to connect with survivors seeking recovery support.
- Provide support, guidance, and resources to survivors of domestic violence, as requested.
- Safety plan with survivors regarding their physical and recovery-related safety.
- Collaborate and liaison with community partners, treatment providers, peer-based programs, and other domestic violence agencies.
- Maintain a flexible and mobile schedule which accommodates survivors' needs and availability.



- Attend meetings, appointments, and events with survivors as identified in their recovery plan; provide transportation, as necessary.
- Refer to outpatient and/or inpatient treatment as needed, and provide continued support to survivors, as appropriate.
- Participate in FIT (Family Involvement Team) for Recovery – a collaboration of Juvenile Court, DHS, and treatment providers – as per interagency agreement, with eventual reciprocal referral opportunities or other community collaborations.
- Provide monthly and as needed consultation for domestic violence advocates.
- Co-facilitate a recovery support group.
- Maintain confidential records and provide aggregate data for reporting.
- Other duties as assigned.

Secondary Duties:

- Participate in staff meetings and community meetings and events, as appropriate.
- Identify system gaps, build networks, and bring improved access for survivors to a greater array of recovery supports through collaboration and cross-education.
- Work closely with co-Recovery Mentor as a team of two.
- Meet with supervisor regularly.
- Other duties as assigned.

Supervisory Responsibilities: N/A

Qualifications:

- Recovering from substance abuse; must be able to demonstrate continuous sobriety under nonresidential, independent living conditions for at least the past two years.
- Self-identify as a survivor of domestic violence.
- Certified Recovery Mentor (CRM) or willing to attend required training within the first six months of employment.
- Completed 40-hour domestic and sexual violence advocacy training, or ability to go through training within first six months of employment.
- High school diploma, GED, or college degree.
- Familiarity with domestic violence programs, community recovery resources (AA, NA), and treatment programs.
- Ability to remain flexible and prioritize multiple tasks and deadlines.
- Ability to work effectively independently, as part of a team, and remotely.
- Demonstrated skills in writing and communication.
- Occasional availability on evenings and weekends.
- Proficiency in the use of the Microsoft Office Suite (specifically Word, Excel, and Outlook).
- Access to a personal vehicle and willingness to travel throughout Multnomah County and transport survivors, as needed. (Mileage is reimbursed.)
- Current valid Oregon driver's license, proof of insurance on personal vehicle, and safe driving record.

Work Environment:

This position will work in a traditional, but fast-paced setting. Must be able to work under deadlines and under stress-inducing conditions. A domestic violence agency environment can potentially shift from stable to highly-charged and all employees must remain flexible, calm, and creative. This position will be mobile and must be



comfortable meeting with participants throughout the community, including at The Gateway Center.

To apply:

Please email cover letter, resume, and completed employment application form (found on our website) to Emmy Ritter at eritter@raphaelhouse.com or mail to 4110 SE Hawthorne Blvd. #503 Portland, OR 97214. **This position is open until filled.** *No calls, please.*

Download our employment application form on our website at <http://raphaelhouse.com/about/job-openings/>.

Raphael House of Portland is an Equal Opportunity Employer

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