



CERTIFIED RECOVERY MENTOR - DHS NAVIGATOR

Full-Time | Onsite | 4-Day Workweek (32 Hours)

\$29.00 – \$33.35 hourly (approximately \$48,256.00 - \$55,494.40 annually)



Work that supports recovery - on a schedule that respects your life.

At Addictions Recovery Center (ARC), we believe recovery has the power to strengthen individuals, restore families, and create safer futures for children. As a Certified Recovery Mentor (DHS Navigator), you'll partner with parents and caregivers involved with Oregon Department of Human Services (DHS) Child Welfare, helping them navigate substance use recovery while working toward stability, reunification, and long-term wellness.

In this role, you'll walk alongside individuals during some of the most challenging moments of their lives - offering hope, practical guidance, and peer support rooted in your own lived experience. You'll help people overcome barriers to treatment, connect with recovery resources, navigate complex systems, and build the skills and confidence needed to move forward.

Working collaboratively with DHS, treatment providers, the courts, and community partners, you'll serve as a trusted advocate and recovery role model, ensuring every person is treated with dignity, respect, and compassion while supporting healthier outcomes for individuals, children, and families.

Why You'll Love Working at ARC

- A true four-day, 32-hour workweek
- Purpose-driven work that helps parents, children, and families build safer, healthier futures.
- The opportunity to use your lived experience to inspire hope and create lasting change.
- Supportive, multidisciplinary teams with accessible leaders who value collaboration and your voice.
- A workplace rooted in dignity, equity, transparency, and unconditional positive regard, where recovery isn't just what we do—it's who we are.



What You'll Do

Your work centers on helping parents and caregivers involved with DHS Child Welfare navigate recovery, strengthen family stability, and access the resources they need to move forward. Through lived experience, compassionate support, and strong community partnerships, you'll help individuals overcome barriers to treatment while working toward healthier outcomes for themselves and their families.

On a typical week, you will:

- Build trusting relationships with clients through lived experience, empathy, accountability, and hope.
- Respond promptly to DHS referrals and engage individuals in recovery-oriented services.
- Help clients access substance use assessments, treatment, recovery supports, healthcare, housing, transportation, and other essential community resources.
- Provide peer mentoring, encouragement, and recovery coaching in DHS offices, clients' homes, treatment programs, correctional facilities, court settings, and other community locations.
- Support parents as they navigate treatment, recovery, child welfare involvement, court requirements, and family reunification efforts.
- Coordinate with DHS Child Welfare, treatment providers, legal professionals, healthcare providers, and community partners to ensure seamless, person-centered care.
- Prepare accurate documentation and communicate timely updates that support coordinated case planning and court processes.
- Assist clients with appointments, transportation, benefits, paperwork, and other practical barriers that can interfere with recovery.
- Utilize trauma-informed care, motivational interviewing, and recovery coaching to promote resilience, engagement, and long-term recovery.
- Model healthy recovery, maintain professional boundaries, and serve as a positive example of hope, wellness, and sustained recovery.

***Tuesday–Friday, 8:00 a.m.–5:00 p.m., with flexibility for additional coverage as needed.
Primarily based onsite at the DHS Child Welfare office.***



Your lived experience can become someone else's turning point.

Through authentic connection, encouragement, and belief in the possibility of change, you'll help individuals move beyond crisis, strengthen their families, and build a foundation for lasting recovery.

Through small, consistent moments of connection, your presence can help people find hope, navigate recovery, and create a stronger future for themselves and their families.

Read on to see how this role could be the right fit for you.

What We're Looking For

We're looking for someone who builds trust easily, communicates with empathy, and believes recovery is possible for every individual and family. You'll be comfortable working independently while collaborating closely with DHS Child Welfare, treatment providers, the courts, and community partners to support parents on their recovery journey.

Required Qualifications

- Current Certified Recovery Mentor (CRM) or Peer Support Specialist (PSS) certification.
- Ability to obtain CRM-II certification within six months of hire.
- Personal lived experience with substance use recovery and a minimum of two years of sustained recovery.
- High school diploma or GED.
- Valid Oregon driver's license, reliable transportation, insurable driving record, and automobile insurance.
- Strong communication, relationship-building, and documentation skills.
- Ability to work effectively with individuals and families experiencing substance use disorders, child welfare involvement, trauma, and other complex life challenges.
- Ability to work independently while maintaining strong collaboration with ARC, DHS Child Welfare, and community partners.

Preferred Qualifications

- CADC-R certification.
- Experience providing peer support within behavioral health, substance use treatment, child welfare, recovery services, or community-based programs.
- Familiarity with Oregon DHS Child Welfare, treatment courts, or related legal systems.
- Experience using Motivational Interviewing, trauma-informed care, and recovery coaching.
- Knowledge of local behavioral health, recovery, housing, and community resource systems.
- Experience working collaboratively across multidisciplinary teams and partner agencies.
- Experience with Electronic Health Record (EHR) systems.



The Personal Qualities That Help You Thrive Here

- **Compassionate** - you meet people where they are and believe every individual deserves dignity, respect, and the opportunity to recover.
- **Grounded** - you remain calm, steady, and supportive during emotionally challenging situations and difficult conversations.
- **Collaborative** - you communicate effectively and work well with DHS Child Welfare, treatment providers, the courts, and multidisciplinary teams.
- **Adaptable** - you navigate changing circumstances, balance competing priorities, and respond thoughtfully to the unique needs of each family.
- **Mission-aligned** you believe recovery strengthens individuals, families, and communities, and that every person deserves compassionate, person-centered support.

COMPENSATION & BENEFITS

At ARC, we believe caring for others starts with caring for our team. We offer a comprehensive, people-first benefits package designed to support your health, financial wellbeing, and work-life balance.

Compensation

- \$29.00 – \$33.35 hourly
- Approximately \$48,256.00 - \$55,494.40 annually for a 32-hour workweek
- Pay is based on experience, demonstrated skills, and qualifications

Work-Life Balance

- Four-day workweek (32 hours) for all ARC staff
- 10 paid holidays each year (many convert to floating holidays if worked or if they fall on your regular day off)
- Vacation and sick time begin accruing immediately, with up to three weeks of vacation and two weeks of sick time earned during your first year

Health Coverage (ICHRA Model)

- As a full-time employee, you will be eligible for benefits on the first day of the month following your first 30 days of employment.
- ARC provides health coverage through an Individual Coverage Health Reimbursement Arrangement (ICHRA), which allows you to choose the individual health insurance plan that best fits your needs. For most employees, the majority of available plans are fully covered by ARC.

Employer-Paid Benefits

- Dental and vision coverage at no cost to you
- Family dental and vision included at no additional cost
- Long-term disability insurance
- Oregon Paid Leave coverage
- Basic life insurance equal to 1x your annual salary (no cost to you)
- Employee Assistance Program
- On-site employee support groups

Optional Voluntary Benefits

- Flexible Spending Accounts (FSA)
- Supplemental life insurance
- Critical illness and accident coverage
- Mercy flights ambulance household memberships
- Pet insurance discounts

Retirement & Financial Wellness

- 401(k) retirement plan with immediate vesting and employer match
- ARC qualifies as a Public Service employer for student loan forgiveness programs

