

LIVE UNITED



Granite United Way

Granite United Way's Mission is to improve the quality of people's lives by bringing together the caring power of communities.

POSITION DESCRIPTION

POSITION: Recovery Friendly Advisor
DEPARTMENT: Public Health

FLSA: Exempt
STATUS: Full-Time
(35hrs/wk)

REPORTS TO: RFW Assistant Director

INTRODUCTION:

To provide guidance and support to workplaces and key stakeholders engaged in the Governor's Recovery Friendly Workplace (RFW) Initiative. The mission of the RFW Initiative is to promote individual wellness by creating work environments that further mental and physical well-being of employees; proactively preventing substance misuse and supporting recovery from substance use disorders in the workplace and community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Recovery Friendly Advisor supports the following scope of services in order to meet grant requirements and deliverables:

1. Provides support for the RFW initiative to the Program Director, Governor's Office and the RFW Advisory Group
2. Works in close collaboration with other State of NH departments and offices to ensure alignment and coordination of initiative with other efforts
3. Develops and maintains partnerships with key stakeholders, including: NH workplaces, multistate workplaces, substance misuse provider community, recovery community, business community, government sector in NH and other states
4. Implements outreach plans to grow and expand initiative in NH and across the country
5. Implements goals and objectives from the RFW strategic plan in partnership with key stakeholders
6. Delivers direct assistance and support to participating workplaces, with a focus on quality assurance standards and program fidelity
7. Collects data to assist evaluation efforts to determine program effectiveness, cost effectiveness, and utilization
8. Uses spreadsheets to track business demographics and involvement
9. Contributes content for grant proposals and required reports
10. Contributes content for other reports for Governor's Office, legislature, workplaces, media, and general public, as appropriate
11. Maintains relationships with public health networks, recovery organizations, and other vendors
12. Contributes content for resources and materials for communication, marketing, and program implementation
13. Develops and delivers trainings and presentations to business leaders, workplaces, and other key partners
14. Provides guidance and support for workplaces throughout the entire RFW designation and renewal process
15. Develops training opportunities, policy examples, and other best practice resources to assist workplaces
16. Ensures timely response and follow-through to inquiries regarding RFW initiative
17. Assists with social media posts and marketing/communication efforts

OTHER DUTIES AND RESPONSIBILITIES:

1. Frequent travel in state and out of state is required. Some evening and weekend hours may be expected.
2. Other duties as assigned to support the initiative.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- Bachelor's degree from an accredited institute of higher education with major study in public health, human services, human resources, business administration, social or physical sciences, or related field
- Two years of experience in a business or nonprofit setting providing planning, project coordination, consultation, training, technical assistance or direct services, one year of which shall be in a substance misuse prevention, treatment, or recovery setting
- Knowledge of the theories and methods of public health and substance misuse prevention, treatment and recovery
- Considerable knowledge of community assets and resources, particularly concerning the continuum of care for mental health and substance use disorders
- Considerable knowledge of workplace wellness strategies and/or human resources
- Knowledge of basic business administration and operations
- Ability to prioritize workplan activities
- Ability to communicate effectively orally and in writing to individuals and groups
- Ability to establish and maintain effective working relationships with businesses, other professional and administrative officials, governmental officials and the public
- Must possess a valid driver's license and/or have access to transportation for statewide travel

ENVIRONMENT:

This position is primarily based in a general office environment that is clean, well-lighted, environmentally comfortable, free of fumes or airborne particles, and only minimally exposes employees to office solvents limited to those relative to copier equipment.

This position requires the ability to:

1. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
2. Hand manipulation - equipment and controls, frequent; grasping and handling, occasional lifting.
3. Ability to travel throughout the territory required
4. Ability to work a flexible schedule, which may include night and weekends
5. Ability to tolerate prolonged sitting and/or standing and to lift up to approximately 25 pounds to waist high level whenever necessary.
6. Mobility includes regular sitting, some standing and walking.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document describes the position as it is currently available and is not a contract. Granite United Way retains the right to change modify the position description at any time.