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## Join the Mercer Council Team!

We are a passionate, mission-driven organization dedicated to strengthening our community through prevention, early intervention, and harm reduction. Our staff includes trained and certified professionals with diverse backgrounds—teachers, social workers, case managers, public health educators, Certified Prevention Specialists, National Certified Peer Recovery Support Specialists, and licensed mental health professionals.

At Mercer Council, our core values guide everything we do: **integrity, teamwork, empathy, accountability, relevance, and commitment**—to those we serve and to one another.

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## Position Title: Opioid Overdose Recovery Program (OORP) Patient Navigator

### About the Program

Mercer Council has administered the DMHAS-funded Mercer County Opioid Overdose Recovery Program (OORP) since 2017, providing critical support services to more than 1,600 individuals affected by opioid and other substance use–related overdoses.

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### Position Overview

The **Patient Navigator** is an essential member of the OORP team, working collaboratively with the leadership to ensure individuals receive timely, effective support as they engage in the recovery process. This role requires strong communication, organizational, and project-management skills, along with a solid understanding of the treatment landscape—including emerging drug trends, treatment modalities, insurance navigation, ethical standards, and relevant regulations. This is a full-time role with non-traditional hours that requires flexibility is essential. Potential leadership opportunities within the organization based on performance and longevity in the role.

The central mission of OORP is simple and vital: **helping people stay engaged in their recovery journey.**

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## **Salary Range**

**\$50,000 – \$60,000**, commensurate with experience

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## **Benefits & Perks**

- Competitive full-time benefits package
  - Stipend for continuing education
  - Access to nonprofit-supported scholarships for professional development and advanced training
  - Supportive, collaborative team environment
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## **Core Responsibilities**

### **Program Supervision & Coordination**

- Supervise Peer Specialists, including managing shift coverage, dispatches, case management oversight, and technical support
- Provide ongoing training and support to Peer Specialists

### **Program Operations**

- Oversee daily program operations, including:
  - Medicaid billing
  - Ensuring Recovery Specialists update client information accurately
  - Hotline/dispatch coverage coordination
  - Payroll management for per-diem staff
  - Assistance with grant writing, data reporting, and funder documentation
  - Ensuring compliance with dispatch procedures and program protocols
  - Representing the program at required funder and community meetings

### **Direct Service & Case Management**

- Assist clients in accessing the appropriate level of care
- Provide some direct client support as needed

## Outreach & Relationship Building

- Cultivate and maintain strong local working relationships with emphasis on:
    - Capital Health Hospital
    - Mercer County EMS
    - Local law enforcement
    - Regional treatment providers and community partners
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## Essential Qualifications

- Bachelor's degree in health, psychology, counseling, social work, education, or a related behavioral health field (minimum requirement)
- At least **three years of experience** working with individuals with substance use disorders or in the field of substance use
- Valid driver's license with a clean driving record (minimum three years)
- Access to a personal vehicle with current insurance and registration
- Must meet federal and state vaccination requirements, including initial COVID-19 vaccination(s) and at least one booster dose
- Pass a Background check

**Please submit the following:** Resume, Mercer Council general job application (available on our website), Short cover letter. Email all materials to: [jobs@mercercouncil.org](mailto:jobs@mercercouncil.org)