

NEVADA DEPARTMENT OF VETERANS SERVICES – POSITION JOB DESCRIPTION

Position Title: Substance Use Disorder Recovery Program Coordinator

Substance Use Prevention, Treatment and Recovery Services

The Nevada Department of Veterans Services is responsible for administering the Substance Use Prevention, Treatment, and Recovery Services (SUPTRS) subgrant issued through the Department of Public and Behavioral Health (DPBH). The program's objective is to help identify, implement, and evaluate activities that prevent and treat substance use for veterans and their families impacted by Substance Abuse Disorders (SUDs). The Substance Use Disorder Recovery Program Coordinator reports to the Deputy Director of Healthcare Services. The position performs duties relating to outreach, hosting substance use disorder education and harm reduction workshops, facilitating referrals to wraparound services, and coordinating peer-to-peer recovery service meetings for groups and individuals.

Substance Use Disorder Recovery Program Coordinator Responsibilities

This position works with veterans and/or their direct family members that require substance abuse treatment and/or substance abuse harm reduction services such as peer support and referrals to wraparound services.

Responsibilities:

- Understand all elements of the grant goals and objectives of SUPTRS to ensure compliance of all activities.
- Collect and compile participant data and report to NDVS leadership which includes compiling survey responses, participation tracking, and outreach encounter tracking.
- Attend outreach events and participate in activities that benefit both the veteran/participant and/or their eligible family members.
- Identify and coordinate with county community partners in Churchill, Clark, Douglas, Elko, Lyon, Pershing, and Washoe Counties that can provide services to veterans and/or their eligible family members.
- Coordinate workshops for education and risk reduction, and overdose prevention, which involves securing subject matter experts as guest speakers/facilitators of meetings.
- Compile and disseminate accurate health program campaign materials provided by DPBH.
- Coordinate peer-to-peer meetings including site procurement, certified Peer Recovery Support Specialists, and identification of eligible individuals to participate in meetings.
- Conduct referrals to wraparound employment services to include recovery friendly employment, transportation, stable housing, childcare, mental health support, and educational resources.
- Identify and refer eligible community members to become certified Peer Recovery Support Specialist.

Knowledge, skills, and abilities required at time of application:

- General understanding of grant inputs, outputs, and reporting requirements.
- Knowledge of existing care delivery systems.
- Program evaluation methods and techniques

Knowledge, skills, and abilities typically acquired on the job:

- General knowledge of Substance Abuse Disorders, Alcohol Use Disorder, Medication for Opioid Use Disorder, and behavioral health therapy
- Broad understanding of gaps in services relating to substance use disorder and peer recovery support.
- General baseline of veteran cultural competency, humility, and/or experience.

Recruitment Plan:

The position is funded through a subgrant for two years, effective October 1, 2025. Hourly rate is \$20 per hour, 15 hours per week, contracted through an employment agency. Position is geographically located in Reno, Nevada at the HQ office. The target audience will be recruited from a master's level student or 4+1 pool from the University of Nevada, Reno. Preferred disciplinary programs are within Public Health, Social Work, Social and Behavioral Sciences, Community Health Sciences, and/ or Business Administration.