



EDA Recompete – Workforce Training and Support Network – Recovery and Re-Entry Coordinator

Shaping Our Appalachian Region (SOAR) is hiring a compassionate and detail-oriented Recovery and Re-Entry Coordinator to oversee the implementation of subawards to Addiction Recovery Care (ARC) and UK St. Claire's Hospital in support of the *Eastern Kentucky Runway Project*. The Recovery and Re-Entry Coordinator will ensure the smooth coordination of recovery services, facilitate successful re-entry into the workforce, and oversee compliance with program goals. This position plays a pivotal role in assisting individuals in recovery to reintegrate into society and access training and employment opportunities. This is a grant-funded position serving 12 SOAR counties: Bell, Floyd, Harlan, Johnson, Knott, Knox, Leslie, Letcher, Magoffin, Martin, Perry, and Pike. Priority will be given to applicants residing in or within close proximity to any of these 12 counties.

This position will report to SOAR's Workforce Training and Support Network Program Manager.

Duties and Responsibilities

1. Oversee the subawards to Addiction Recovery Care (ARC) and UK St. Claire's Hospital, ensuring compliance with contract terms, budgets, and program objectives; Monitor the performance and progress.
2. Work closely with ARC and UK St. Claire's teams to facilitate the delivery of recovery and re-entry services, ensuring that clients receive comprehensive support, including training, employment placement, and expungement assistance.
3. Support the development of individualized re-entry plans in coordination with recovery service providers, helping clients navigate training programs, job placements, and legal processes such as expungement.
4. Collaborate with legal professionals and service providers to ensure clients have access to expungement services, facilitating a smoother transition into employment.
5. Track and report on key performance indicators related to recovery, re-entry, and expungement services, including client engagement, training completion, job placement rates, and recidivism reduction.
6. Maintain accurate records of client progress, program outcomes, and subaward compliance with SOAR's requirements.
7. Ensure that ARC and UK St. Claire's Hospital comply with the U.S. Economic Development Administration (EDA) grant regulations and other relevant requirements.

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8. Prepare and submit regular reports on the progress of recovery and re-entry services, ensuring all documentation is accurate, up to date, and submitted on time.
9. Engage with local employers, training providers, and community organizations to develop opportunities for individuals in recovery to access meaningful employment and workforce development programs.
10. Act as an advocate for clients within the recovery and re-entry program.
11. Collaborate with workforce development teams to facilitate training and skill-building sessions that align with local labor market needs and support successful re-entry into the workforce for clients.

Expectations

1. Previous experience working in addiction recovery services, workforce development, re-entry programs, or a similar field is highly desired.
2. Familiarity with re-entry challenges, including legal issues such as expungement, workforce barriers, and the specific needs of individuals in recovery.
3. Experience managing multi-stakeholder projects, including monitoring subawards, tracking deliverables, and reporting outcomes.
4. Strong interpersonal skills with the ability to build relationships with service providers, employers, legal professionals, and clients.
5. Experience with tracking program performance, managing data, and producing reports to meet compliance requirements.
6. Ability to provide compassionate, non-judgmental support to individuals in recovery while maintaining professionalism and confidentiality.
7. Knowledge of federal and state laws related to workforce re-entry, expungement, and employment barriers for individuals with criminal records is a plus.
8. Ability to work both independently and collaboratively as part of a team, with a solution-oriented approach to challenges.
9. Flexibility to adapt to changing project needs and priorities, with a willingness to take on new tasks as they arise.
10. Commitment to confidentiality, integrity, and adherence to SOAR's core values.
11. Commitment to diversity, equity, and inclusion principles, with a demonstrated ability to recruit and retain a diverse workforce and create an inclusive work environment.

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12. Flexibility to adapt to changing priorities, needs, and circumstances, and willingness to embrace innovation and continuous improvement in compliance practices.

Culture and Core Values

SOAR's mission is simple: grow Eastern Kentucky's population.

Our team culture is anchored by putting the interests of Eastern Kentucky first in all that we do. We believe treating others the way we want to be treated is always within our control. Our core values include faith, selflessness, grit, integrity, and empathy. We do our best to exemplify these daily in our interactions with each other and with external partners.

Why SOAR?

The SOAR organization offers a chance to be part of a movement that's bigger than any one of us individually. Tackling the challenges facing Eastern Kentucky is going to take all of us to come together to find the solutions. Through communications, collaborations, and convenings, SOAR is helping to get the right people in the right rooms to ensure the future of Eastern Kentucky burns as bright as ever.

SOAR offers a competitive salary along with the following benefits:

- 100% paid individual health insurance
- SIMPLE IRA retirement plan
- Cell phone stipend
- Mileage reimbursement for work-related travel
- Laptop provided
- Annual bonus

Apply Now

Please apply [here](#).

SOAR is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.