

Guide to Partnering with



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This Guide contains important information about being a host site with Recovery Corps. Questions about Recovery Corps should be directed to sites@ampact.us.



Ampact is a national organization that demonstrates the power of national service to solve complex social problems. We create innovative programs that focus on education, environmental stewardship, and healthy futures for communities. These programs include Reading Corps, Math Corps, Early Learning Corps, Climate Impact Corps, Recovery Corps, Heading Home Corps, Public Health Corps, Language Corps, and Resettlement Corps.

Is Recovery Corps the Right Fit for Your Site?

Recovery Corps thrives in a variety of contexts. There are minimum qualifications to consider:

Recovery Navigators (direct service):

- ❑ Does your site serve people who are in recovery from substance use disorders?
- ❑ Does your site prioritize connecting the participants you serve with navigation services to help them build their recovery capital? Would your participants benefit from more recovery-based services delivered by a peer that they aren't able to receive from your staff?
- ❑ Will a member have enough participants on their caseload to work weekly (15 for full-time and 10 for part-time) on a **recurring basis** (3 or more times)?

Recovery Project Coordinators (capacity-builders):

- ❑ Is your site focused on recovery from substance use disorders and does it need more support?
- ❑ Are there important OUD/SUD-related projects at your site that staff time won't allow for but need to get done?

Both positions:

- ❑ **Is your site a nonprofit, government, tribal, and/or educational institution?**
- ❑ Is there a person or multiple people on your staff with the interest, capacity, and time to serve as the Site Supervisor? **Please read the "Description of Site Supervisor" section:**
 - How will Site Supervisor's schedule reflect time for Recovery Corps duties (approx. 6-9 hours per member per month) plus training?
 - How will Site Supervisor be allowed to prioritize time spent on Recovery Corps duties throughout the year?

AmeriCorps member recruitment efforts by the site in partnership with program recruitment efforts is essential to the success of the program.

- ❑ All sites must designate a Recruitment Contact to serve as the liaison for site-based recruitment. The Recruitment Contact should be available for phone and email conversations immediately upon receiving an award.
- ❑ The Recruitment Contact is expected to use the Site Recruitment Toolkit to recruit their member(s) and **will make frequent and repeated appeals** to the site's networks to recruit for the open position(s) until filled.

Determine the number of AmeriCorps Members and type for which to apply.

- ❑ How many participants at your organization are eligible for and need services?
- ❑ Does your organization need extra capacity-building support that a regular staff person is unable to provide?
- ❑ Will a member have enough meaningful service activities to fulfill their hours commitment of 40 hours (full-time) or 25 hours (part-time) per week?
- ❑ How many AmeriCorps members can your designated Site Supervisor(s) reasonably support given their anticipated capacity?
- ❑ Where in the building would be the designated office space for member(s)?
- ❑ Do you have the resources to provide each member with a workspace, space to meet with participants (Navigators only), a computer/device with internet, phone, etc.?

Recovery Corps Program Overview

Program Goal

Recovery Corps is a strategic partnership between Ampact, the National Science & Service Collaborative, and organizations providing services to individuals in recovery. Recovery Corps is a program designed specifically for people with lived experience in recovery to serve other individuals who are trying to sustain their own recovery. Recovery Corps is also designed to boost the capacity of partner organizations to meet the needs of people in recovery. Recovery Corps is based on the premise that increasing the internal and external resources necessary to initiate and maintain recovery (recovery capital) will lead to long-term benefits to the individual and society.

The program partners with leading experts in recovery to train **Recovery Navigators** to deliver individually tailored support to people in recovery. Navigators are not Recovery Coaches, sponsors, or counselors, but they receive similar training and deliver non-specialized support to help people in recovery maintain their sobriety and achieve goals that are meaningful to them.

Recovery Project Coordinators work to build the capacity of sites to increase the reach and/or enhance the quality of the organization's recovery services and the impact on communities served. Recovery Project Coordinators do not provide direct services to participants, but rather support system changes within the recovery sector.

AmeriCorps Overview

Recovery Corps is a type of AmeriCorps program. AmeriCorps is often called the "domestic Peace Corps." It is a national service program that engages people in a commitment to service. Individuals committing to service with AmeriCorps are called "members".

Recovery Corps Overview

Recovery Corps is a program designed to provide a strategic solution to our nation's opioid epidemic and other substance use disorders. This year, Recovery Corps hopes to place more than 200 Recovery Corps members in recovery-focused community-based organizations and educational institutions in Minnesota, Illinois, and Virginia.

Members are recruited to serve for up to 11 months. In exchange for their service, members receive a modest living allowance and an education award to use towards post-secondary education or to pay back qualified federal student loans.

Members typically serve in a full-time capacity of 40 hours per week at a partner organization that serves as a host site. Navigators may also serve in a part-time, 25 hours per week capacity. Our priority start date is in August, but members can also begin their service term in October and January if they are not placed by August.

Recovery Corps Fact Sheet

What Are Recovery Corps Services?

Recovery Navigators are trained to provide regular 1-1 or group services directly with participants.

- Members receive Peer Recovery Support Training, training on topics of diversity, equity, and inclusion, and other important training throughout the year.
- What Navigators do in each session is based on the individual goals of the people they work with. However, all Navigators do things that fall into four broad categories:
 1. **Data-Based Decisions:** Navigators use a set of questions to identify the goals of participants. Navigators revisit these goals each session and use brief questions to monitor and discuss progress with participants.
 2. **Goal Setting:** After identifying the broad goals of participants, Navigators use a structured process for creating a goal-based action plan with participants.
 3. **Recovery Coaching:** Navigators are trained to help participants reach their goals using recovery coaching and peer support strategies. These strategies help guide the sessions.
 4. **Resource Navigation:** The goals that participants have can be very diverse. Some people may be looking for employment while others may be searching for safe and affordable housing. Still others may simply be looking for ways to improve their well-being and re-connect with their friends, family, or the broader community. Navigators are trained to help participants reach their goals in these areas.

Which Program Participants are eligible to receive Recovery Navigator services?

"Participants" are the clients, students, or consumers of services at your site. Participants eligible to receive services from Recovery Corps members must meet the following criteria:

1. A person in recovery from opioid use disorder or other substance use disorders;
2. Have the skills and interest necessary to re-integrate into daily activities such as work, school, social activities, and service opportunities.
3. Can meet on a recurring basis (3 or more times) with their Recovery Navigator. Walk-ins are NOT a good fit for the Recovery Navigator model.

Which Sites are eligible to receive Recovery Project Coordinator services?

"Sites" are the organizations who are working with individuals who are in recovery and/or support systems change within the recovery sector. Sites eligible to receive services from Recovery Corps Project Coordinators must meet the following criteria:

1. Provide services to individuals or the community impacted by the opioid epidemic or impacted by other substance use disorders/co-occurring disorders;
2. Demonstrate the need for additional capacity building services that the site is not able to provide otherwise.

Recovery Project Coordinators provide capacity building services to their site, as outlined in a service plan submitted by the site and approved by Recovery Corps. Project Coordinators do **not** provide direct services to participants.

- Members are trained throughout their year in project management, stakeholder management and other important training to help them build the skills they need to provide services to the site.
- Members provide capacity building services which will support one or more of the following capacity building domains:

Capacity Building Domain	Definition	Examples
New Program Development	Supporting the planning and/or implementation of new organizational program or programs.	New training curriculum for a stakeholder or client group, alumni engagement.
Community Engagement and Communications	Inclusive of any community engagement activities intended to strengthen awareness of a given issue and/or meaningful collaboration to strengthen implementation of a given program or initiative. Activities may focus on organizational partner engagement or individual community members, and include efforts to empower the community to guide initiatives as well as those intended to inform the community.	Communicating available organizational resources to impacted people and communities. Network or asset mapping (e.g., research on which partners are not at the table and who should be), trust building and relationship building with community partners, supporting aligned organizations, outreach to individuals in the community, public education campaigns to raise awareness of programs, services, or initiatives. Managing organization's social media account. Stigma reduction public education campaigns. Activities inclusive of efforts to better empower the community to guide initiatives rather than simply inform the community via dissemination of information.
Data Collection and Management	Gathering and measuring information on variables of interest, in an established systematic fashion that enables your organization to answer stated research questions, test hypotheses, and evaluate outcomes.	Support with the design of assessment or planning process (participants needed, schedule/timeline), support with interviews, focus groups, and survey development, administration, and analysis. Interpretation and summarization of external data to guide ongoing or future projects and summarizing through presentations, data reports, or other memos. Conducting or supporting community needs assessments to identify the strengths and resources available in the community to meet the

		needs of the people your organization serves
Volunteer Management and Mobilization	Recruiting, engaging, mobilizing, and/or managing volunteers to advance an organization's mission and build a positive experience that will cultivate lasting, mutually beneficial supportive relationships	Create recruitment material, such as flyers, mailout letters and advertisement of volunteer opportunities.
Harm Reduction Services	Policies, programs, and practices that aim to reduce the harms associated with substance use.	Distribute opioid overdose reversal medications (e.g., naloxone) to individuals at risk of overdose, or to those who might respond to an overdose, reduce infectious disease transmission among people who use drugs, including those who inject drugs by providing accurate information and creating associated resource guides.
Workforce Development	Supporting efforts to equip people with the skills, knowledge, and/or connections needed to enter the workforce in a position to address substance-use in some way.	Help connect to local training providers/post-secondary entities to help build a workforce pipeline to professional positions in the addiction/recovery field, coordinate activities needed to get people enrolled in organization's peer support training.
Internal Process Improvement	Inclusive of efforts to document, review, and improve upon existing internal agency processes. May be informed by activities in other categories.	Efforts to improve internal host site procedures for executing a strategic plan. Perform basic internal analysis (e.g., policy review and cross-jurisdiction review), monitor or document organizational changes related to quality improvement.

What is the role of the Recovery Corps Site Supervisor?

A staff person at the site is designated as a site supervisor for Recovery Corps. This person completes training annually and supports the member(s) throughout the year. It is strongly recommended that members and site supervisors **meet weekly** throughout the service year. As members become familiar with their tasks the amount of meeting time may be reduced.

Volunteer Mobilization (Minnesota Only)

Every AmeriCorps program is required to integrate Volunteer Mobilization as a part of the member service year. Members can mobilize volunteers in two different ways:

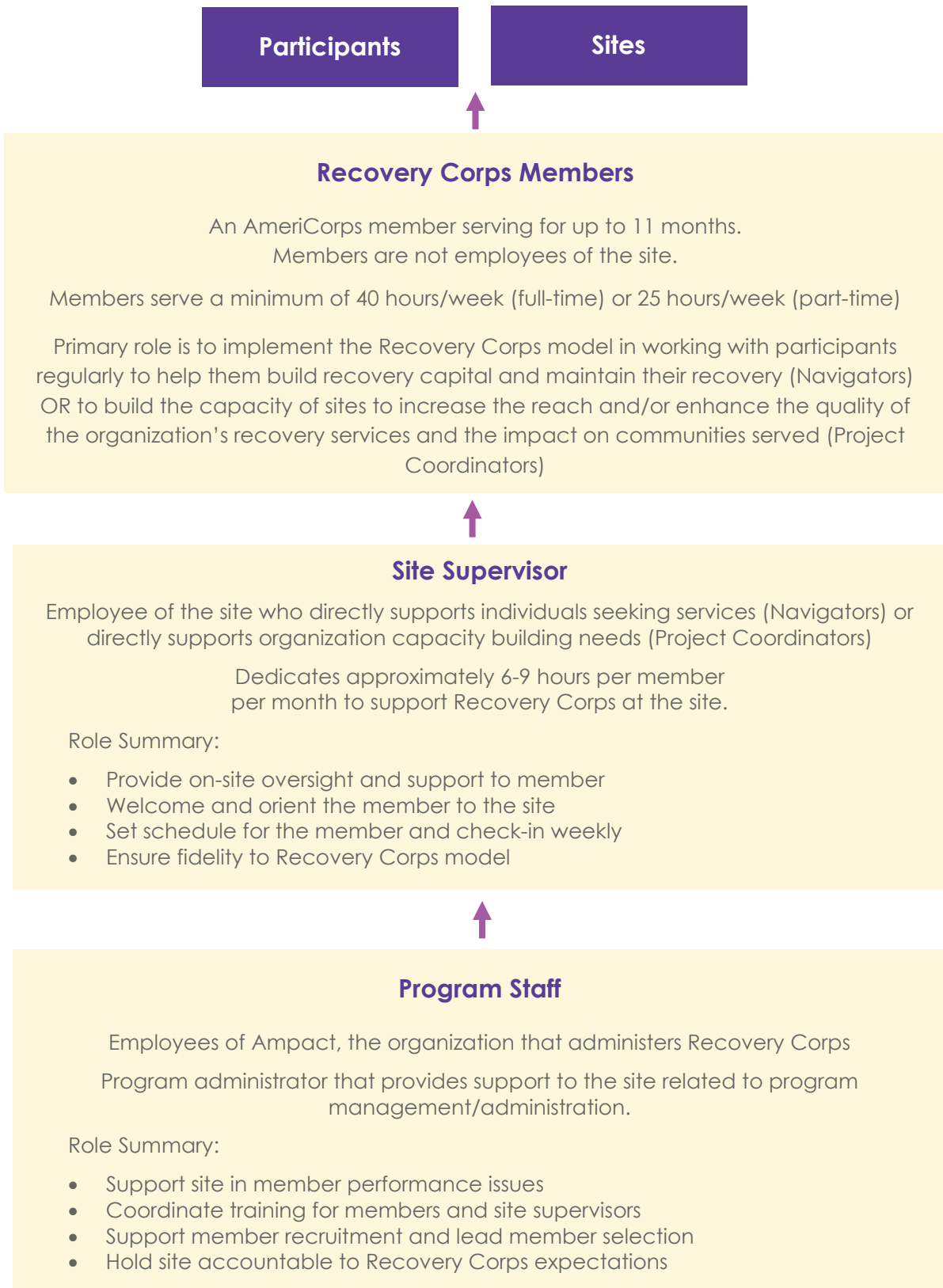
1. **Participants as Volunteers:** Members will plan and support volunteer activities for **participants they serve** at their site with the intent of helping them strengthen or develop new skills, expand networks, etc.
 - a. This may include scheduling volunteer activities with the participants at local nonprofit organizations or other agencies that the participant is interested in. Members will support the participants connecting these volunteer experiences to long-term goals.
2. **Local Experts as Volunteers:** Navigators may also recruit and utilize **external volunteers** to provide additional support to program participants. For example, a panel of four hiring professionals who participate in a mock interview for participants would count as volunteer mobilization.

Each Recovery Corps member is expected to engage at least **15 volunteers throughout their year of service**. It is preferred that the majority of recruited volunteers provide ongoing service, however we encourage members to mobilize **10 one-time volunteers** and **5 ongoing volunteers**.

Program Expectations

1. **Identify a staff person** to fill the role of Site Supervisor and allocate sufficient time for the person to complete training and fulfill the on-site responsibilities of Recovery Corps.
2. Work in collaboration with Ampact staff to **find high-quality members**. The majority of our candidates are connected to the program by our site partners. Your participation in recruitment is **required**.
3. **Welcome the member to the organization, introduce to staff, and provide an orientation to the site**. Ensure accessibility for each member at site, which includes, but is not limited to, the member workspace, site environment, and materials. etc.
4. **Educate other staff** about Recovery Corps to capture buy-in and support.
5. Allow the member to **implement the program model appropriately**, including obtaining required program data on a regular basis.
6. **Ensure Recovery Navigators meet weekly with a full caseload of participants on a recurring basis** (minimum of 15 participants for full-time or 10 participants for part-time) AND/OR ensure Project Coordinators support indirect service activities from their approved service plan and **do not provide direct services to participants**.
7. **Provide a workspace for the member to use**, including computer/device with a camera and internet access and a locked filing cabinet.
8. Recovery Navigators ONLY:
 - Have a mechanism in place to **identify participants who need regular support** with their recovery goals.
 - **Designate a space** for the Recovery Corps member to work with program participants in either one-on-one or small group settings.
 - Ensure Navigators are conduct an initial intake and collect all relevant data and forms with each participant they serve.
 - **Support program data collection** on a regular basis. Data should be collected during each session with a participant and entered into the data system weekly at a minimum.
9. Project Coordinators ONLY:
 - **Submit a service plan** outlining the capacity building needs, activities, outputs, and outcomes to the program. Use this plan regularly at the site and with program staff to ensure projects are on track for success.
 - **Support the member in implementing the service plan** and ensure the member is regularly reporting service plan progress with the support of program staff.
 - **Pay site fee** in full for all members (Minnesota only)

Supporting Roles in Recovery Corps



Description of Site Supervisor

Site Supervisor Description

<p>Role</p>	<p>The Site Supervisor is designated by the site and will be trained by Recovery Corps to provide support and oversight to the Recovery Corps members. Site Supervisors will uphold the Recovery Corps model and act as a liaison between site staff, members, and program staff.</p>
<p>Time Commitment</p>	<ul style="list-style-type: none"> • Average of 6-9 hours of coaching and support <u>per member</u> per month. The amount of support needed varies based on AmeriCorps member needs. • Up to 10 hours of training annually, either self-paced or led by Ampact program staff • Minimum of 2 annual site visits from program staff
<p>Training</p>	<p>Site Supervisors are required to complete site supervisor orientation prior to the start of the program year. Other Recovery Corps training may be offered by program staff throughout the year.</p>
<p>Responsibilities</p>	<p>Provide an on-site orientation for the member to introduce them to the site.</p> <p>Set a daily schedule with the member that includes the ability to serve 40 hours (full-time) or 25 hours (part-time) per week at the site, with a full caseload of regular participants (Navigators) or sufficient time allotted for service plan activities (Project Coordinators).</p> <p>Provide support to allow the member to develop professionally throughout the year, including inviting the member to participate in professional development opportunities at the service site and in the community.</p> <p>Work collaboratively with the member to select and exit participants and determine appropriate interventions (Recovery Navigators) OR implement the approved service plan for capacity building at the site (Recovery Project Coordinators)</p> <p>Ensure the member is reporting program data accurately and timely as required by their role.</p> <p>Work closely with Ampact program staff and site administration to proactively address performance issues if they arise. Members are expected to adhere to their member service agreement and all site policies and procedures.</p> <p>Approve member timesheets once every two weeks.</p> <p>Participate in semi-annual site visits with program staff.</p> <p>Participate in special site visits to highlight and demonstrate the effectiveness of the Recovery Corps program. These site visits may include media, legislators, corporations, and other parties involved in funding</p>

Description of Recovery Navigators

<p>Role Summary</p>	<p>The Recovery Navigator is placed at a service site, such as a community organization, treatment center, educational institution, or governmental organization, that serves recovery communities. The Recovery Navigator will establish a relationship with everyone on their caseload and will work with each individual to assess their recovery capital, set goals based on their amount of recovery capital, overcome barriers to goal success and ultimately build their recovery capital to maintain progress in their recovery from substance use disorders.</p>
<p>Time Commitment</p>	<ul style="list-style-type: none"> • Consistent schedule with a minimum of 40 hours per week for full-time members; minimum of 25 hours per week for part-time members • Regular, required training with Recovery Corps cohort
<p>Training</p>	<p><u>Member Orientation:</u> Members are required to complete initial training at the beginning of their term of service. They will learn about AmeriCorps and the Recovery Corps program model.</p> <p><u>Peer Recovery Support Training:</u> Members participate in their state-specific training for peer certification.</p> <p><u>Recovery Skills Training:</u> Members participate in skills training related to their role at the service site.</p> <p><u>Corps Days Training:</u> Members regularly participate in supplemental professional development. Members also participate in required Life After AmeriCorps training.</p> <p><u>Career Planning:</u> Recovery Navigators will participant in ongoing training, coaching, and planning to prepare for careers in the recovery or addiction care sector. They will participate in individual career planning support to identify clear pathways via further education, continued service, or employment opportunities post-service.</p>
<p>Responsibilities</p>	<p>Relationship Building, Goal Setting, and Action Planning</p> <ul style="list-style-type: none"> • Create a welcoming environment to greet individuals seeking assistance. • Work to establish a trusting relationship with each participant using a person-centered approach while maintain appropriate boundaries and abiding by the Peer Recovery Specialist Code of Ethics. • Conduct an initial intake, recovery capital assessment, and other recovery monitoring assessments and continue to assess recovery capital at each ongoing session. • Support participants in creating individualized recovery action plans that include clear recovery-related goals, while working to identify barriers and their solutions. • Track the progress of the recovery plan and provide individualized support as needed for success. • Ensure that services provided are based on principles and best practices in the recovery sector, including motivational interviewing strategies, trauma-

**Responsibilities,
continued**

informed car, harm reduction models, supporting all pathways to recovery, and secondary trauma.

- Maintain confidentiality of the participant and any personally identifiable information at all times.

Resource Navigation

- Use information from the recovery capital assessment to help participants apply for public assistance programs or other resources for which they may qualify.
- Research and navigate resources that promote long-term recovery, including but not limited to, recovery community supports, mutual aid support, rental assistance, legal support, employment, healthcare, mental health, chemical health, transportation, food security, and educational resources.
- Sit side-by-side with the individual to secure access to resources, removing as many barriers as possible.

Outreach, Communication, and Collaboration

- Promote Recovery Corps services to communities, stakeholders, and partners.
- Work collaboratively with other individuals who are helping participants with their goals (e.g., counselors or treatment providers, education providers, social service agencies, community representatives, and employers).
- Serve as a liaison between the participant and the systems they access, as needed.
- Actively address system inequities related to recovery care and accessing recovery resources by dismantling barriers.
- Advance equity initiatives in housing and prioritize serving historically excluded or marginalized communities.

Description of Recovery Project Coordinators

<p>Role Summary</p>	<p>Recovery Project Coordinators serve to make a difference at the organizations that serve individuals who are in recovery and/or support systems changes within the recovery sector. They build the capacity of the site in which they are placed to increase the reach and/or enhance the quality of the organization's services and the impact on communities served.</p>
<p>Time Commitment</p>	<ul style="list-style-type: none"> • Minimum of 8 hours per day, 5 days per week • Regular, required training with Recovery Corps cohort
<p>Training</p>	<p><u>Member Orientation:</u> Members are required to complete initial training at the beginning of their term of service. They will learn about AmeriCorps and the Recovery Corps program model.</p> <p><u>Project Management Training:</u> Members participate in a Project Management Training at the beginning of their service term.</p> <p><u>Recovery Training and Capacity Building Training:</u> Members participate in training regarding serving addiction care and recovery communities. Training can include, but is not limited to, core components of opioid use disorder, other substance use disorders, and the full recovery continuum, including prevention techniques, access to care, treatment modalities, and supporting individuals in recovery. Additionally, training will include capacity building skills such as asset mapping, stakeholder engagement, and research.</p> <p><u>Corps Days Training:</u> Members regularly participate in supplemental professional development. Members also participate in required Life After AmeriCorps training.</p> <p><u>Recovery Career Planning:</u> Project Coordinators will participate in ongoing training, coaching, and planning to prepare for careers in the recovery or addiction care sector. They will participate in individual career planning support to identify clear pathways via further education, continued service, or employment opportunities post-service.</p>
<p>Responsibilities</p>	<p><u>Recovery Capacity Building:</u> Recovery Project Coordinators implement a site-based service plan that aligns with urgent needs across recovery communities and the addiction continuum of care. The services provided by Project Coordinators vary by site, but will include one or more of the following categories:</p> <p><u>New Project, Program, or Initiative Development</u></p> <ul style="list-style-type: none"> • Support the planning and/or implementation of new organizational projects or programs. • Develop curricula for a stakeholder or client group. • Identify needs and plan programs that support alumni engagement. <p><u>Community Engagement and Communications</u></p> <ul style="list-style-type: none"> • Communicate available organizational resources to impact people and communities. • Advance equity initiatives by partnering, developing, and advancing relationships with historically excluded and/or marginalized communities. • Engage community members in recovery communications, educational outreach, conversations, and other engagement activities.

**Responsibilities,
continued**

- Build relationships and trust with community partners and stakeholders.
- Create or update external communication plans.
- Support marketing efforts, including branding and/or social media efforts.

Research, Data Collection, and Analysis

- Perform basic research and analysis.
- Support the design or implementation of data collection tools or processes.
- Conduct interviews, focus groups, and/or administer surveys to collect data.
- Analyze, interpret, and summarize data to guide ongoing or future projects.
- Employ evidence-based and systems approaches to address substance use disorder issues and support initiatives across the addiction continuum of care.
- Maintain confidentiality of any personally identifying information at all times.

Volunteer Management and Mobilization

- Create recruitment materials, such as flyers, mailout letters, and advertisements of volunteer opportunities.
- Engage and/or manage volunteers in site-specific opportunities that provide additional support for recovery communities.

Harm Reduction Services

- Conduct training on and/or distribute opioid overdose reversal medication (e.g., naloxone) to individuals at risk of overdose or to those who might respond to an overdose.
- Conduct educational campaigns and/or resource guides to reduce infectious disease transmission among people who use drugs, including those who inject drugs.
- Educate workforce and allies on the intersection of recovery and harm reduction.

Workforce Development

- Help connect to local training providers/post-secondary entities to help build a workforce pipeline to professional positions in the addiction/recovery field.
- Coordinate activities needed to enroll individuals in peer support training and/or the certification process.

Project Coordination and Internal Process Improvement

- Provide organizational capacity assessments.
- Monitor or document organizational changes related to quality improvement and support.
- Engage in projects that support:
 - Cross-sector coordination and planning efforts
 - Curriculum development
 - Marketing and communication strategies or processes

The Cost of Recovery Corps

The chart below breaks down the cost associated with Recovery Corps.

Description of cost	Recovery Corps pays	Site pays
Member Site Fee – Recovery Project Coordinators (Minnesota) - \$5,000 per member		✓
Member recruitment efforts	✓	✓
Background checks on members	✓	*
Member living allowance	✓	
Member benefits (insurance, child care, education award, forbearance)	✓	
Worker's Compensation policy for members	✓	
Member mileage to attend Recovery Corps required training	✓	
Peer Support Training and other program-required training	✓	
Member mileage to attend site-required training		✓
Cost of including members in site-sponsored training		✓
Supplies used by member (i.e. markers, photocopies, paper, note pads)		✓
Computer and Internet access for member		✓
Work space for the member, including locked file cabinet and materials		✓
Salary of Site Supervisors to fulfill Recovery Corps responsibilities, including required training **		✓

* If site or agency policy requires a background check above and beyond what is conducted by Recovery Corps, that fee is not paid by the program, nor may it be passed on to the member.

** We recommend that programs be thoughtful about *incorporating* the Site Supervisor's responsibility into a staff person's position. Challenges occur when programs assign this responsibility to a staff person who already has many other responsibilities.

Next Steps to Partnering with Recovery Corps

Prepare to Submit Your Application

- ❑ Identify a staff member to serve as a Site Supervisor
- ❑ Identify a staff member to serve as a Recruitment Contact
- ❑ Determine the number of AmeriCorps members and type for which to apply
- ❑ Complete and submit your site application. Site applications are reviewed on a rolling basis.

After You Apply

- ❑ Receive communication with site award decisions and details
- ❑ Communicate with Ampact program staff to further discuss the partnership
- ❑ Complete the site onboarding training course. Share this with the identified Site Supervisor and other relevant staff.
- ❑ Begin recruiting using the recruitment toolkit

Before the Program Year Begins

- ❑ Sign the Site Agreement
- ❑ Submit a service plan using program-provided tools (Project Coordinators only)
- ❑ Ensure the Site Supervisor is ready to complete program-required tasks and training and has the capacity to dedicate 6-9 hours per member, per month
- ❑ Educate staff about Recovery Corps
- ❑ Prepare to welcome AmeriCorps member(s) to your site by determining a designated workspace and communicating with the AmeriCorps member(s) once they are hired