

**Recovery Coach**

**Job Description, Responsibilities, Standards and Qualifications**

A Recovery Coach is a person who helps remove personal and environmental obstacles to Recovery, links the newly recovering person to the recovering community, and services as a personal guide and mentor in the management of personal and family Recovery. Such supports are generated by mobilizing volunteer resources within the Recovery community or provided by the Recovery Coach where such natural support networks are lacking.

The individual who fills this position demonstrates that he or she is capable of carrying-out the following roles and responsibilities:

Core Functions - Duties and Responsibilities:

Work in partnership or assist with the following:

* Assist in identifying the Recoverees personal pathway to Substance Use Disorder Recovery.
* With the individual served, formulate mutually agreed-upon, measurable treatment goals and objectives and use as the basis for the development of Individualized Recovery Plans.
* Assertively linking and advocating for customers to obtain needed community resources and other recovery-based support services.
* Coordinate Substance Use Disorder and mental health and community services to best meet the Recoveree’s goals as developed in the plan of service.
* Develop, implement and provide ongoing guidance for advocacy and support groups.
* Facilitate Recoverees in acquiring and practicing all activities of daily life.
* Maintain customer files and record activities in a professional and appropriate manner.
* Attend team and supervisory meetings and receives assignments from supervision.
* Works collaboratively with other team members.
* Maintains compliance with governmental regulations and industry requirements.
* Assumes all other appropriate duties as deemed necessary by the Recovery Coach Program leadership and supervision teams.

Core Competencies:

* Maintain appropriate boundaries and respect Recoveree’s confidentiality at all times.
* Possess skills to engaged and establish effective personalized relationships with recoverees diagnosed with substance use disorders based on collaboration and caring.
* Share personal stories of Recovery and/or advocacy involvement and initiative for the purpose of assisting Recovery and self-advocacy.
* Possess knowledge about substance use disorders and/or mental illness as it relates to creating a

specific and measurable Recovery Plan and crisis planning.

* Provide flexible, creative services driven by the treatment planning process, incorporating community inclusion and natural supports.
* Educate Recoveree’s on the Recovery process, to include:
  + Encourage community inclusion into treatment.
  + Assist Recoverees in accessing community resources.
  + Educate Recoverees on self-determination options to Recovery.
  + Assist Recoverees in achieving independence.
  + Instill hope to promote Recovery in Substance Use Disorders.
* Incorporate education on the importance of a strong natural support system.
* Demonstrate adherence to accepted ethical and behavioral standards of conduct.
* Ability to complete appropriate Suicide Screening of resident applicants and make referrals for

additional services as required.

* Ability to complete appropriate screening for danger to self or others.
* Ability to complete appropriate screening for psychoactive substance toxicity, intoxication, and

withdrawal symptoms.

* Ability to complete appropriate screening for co-occurring mental health issues.
* Possess knowledge in computer skills including Microsoft Word.
* Participates in staff and program meetings, staff training activities and continuing education

opportunities.

* Ability to report and record information regarding recoveree interactions and record activities in a professional and appropriate manner.
* Work collaboratively with other team members including working collaboratively with persons providing peer support.

Minimum Qualifications and Education Requirements:

* Must pass pre-employment drug testing and annually thereafter.
* Must be 18 years of age or older.
* Must possess a high school diploma or equivalent.
* Must possess a valid driver’s license.
* Must have reliable transportation and current vehicle insurance.
* Must undergo a Criminal Background Check and be eligible to work under the SWMBH Criminal History Screening Policy or obtain a Criminal Background Waiver.

Additional Qualifications:

* Must have a lived experience with a substance use disorder and be active in personal Recovery.
* Experience in working with persons who are actively using and/or recovering from a substance use disorder.
* Must possess or be willing to obtain the CCAR Recovery Coach Academy- Certificate of Achievement within the first 30 days of hire.

Employment Conditions:

* This position requires occasional nights, on-call and weekend hours.
* This position requires a minimum of 10 hours per week.
* Annual driving record, drug testing and criminal record background checks.
* Undergo required trainings upon hire and additional training annually for continuing professional development.