



CCB FOUNDATION, INC.
CORE PEER RECOVERY & RESOURCE CENTER
JOB DESCRIPTION



Job Title: Recovery Coach
Location: CORE Peer Recovery & Resource Center, Gloucester, MA
Reports to: Program Director

GENERAL RESPONSIBILITIES

The Recovery Coach is a non-clinical role that functions under the direction of the Program Director. The Recovery Coach provides peer support in a positive and supportive manner through coaching, role modeling and mentoring and assist members in developing skills to achieve their recovery goals. The Recovery Coach will assist peer members by identifying and developing recovery plans, and helping the peer member work with their strengths, supports and resources to achieve those goals.

SPECIFIC DUTIES MAY INCLUDE:

- Meeting 1-on-1 with peer members to help create their own recovery plans and develop their own recovery pathway.
- Maintain case notes
- Provide peers support in a positive and supportive manner through coaching, role modeling and mentoring in order to assist members in developing skills to achieve their goals;
- Provide information and referrals to assist members with needed services.
- Enhance community awareness of the center through media outreach and attending community events and with distributing the center's information packets
- Participate in an on-going collaboration with other centers and programs providing educational, employment, and medical support to people in recovery
- Participate in trainings and workshops related to wellness and recovery engagement.
- Participate in support groups at the CORE including facilitating group meetings as needed.
- Participate in the center's data collection efforts for reporting and evaluation purposes.
- Be able to work flexible hours including evenings and weekends
- Additional duties as needed

QUALIFICATIONS:

- Possess or actively pursuing Certified Addiction Recovery Coach (CARC) certification from a CARC-approved Recovery Coach Academy.
- Minimum of two years of experience with knowledge of the field of substance abuse and recovery programs
- Have lived experience in recovery from substance addiction and/or co-occurring disorders and must be in stable recovery for a period of no less than 2 years.
- Good verbal and written communication skills.
- Strong advocacy skills along with knowledge of community-based services, resources, and local recovery community
- Empathic ability to assess multicultural needs, sensitivity to ethnic, cultural, gender, and sexual orientation diversity, values, beliefs, and behaviors
- Demonstrated flexibility with peer members' priorities, evolving needs, and goals
- Proficiency in Microsoft Office applications
- Bilingual in either Spanish or Portuguese is a plus.
- Valid driver's license required and dependable transportation preferred.

HOURS:

Must be available various hours between 9:00AM and 8:00PM, including Saturdays (40-hour work week). Schedules can shift depending on the needs of the center.