

CORAM DEO RECOVERY

Job Description

Job Title: Office Assistant (10 hours per week)
Reports To: Executive Director
FLSA Status: Non-Exempt
Prepared Date: December 18, 2018

POSITION SUMMARY

Our Back to Work program is looking for an Office Assistant for a volunteer position. The Office Assistant is to be responsible for handling organization and clerical support tasks in our office. This may include answering phones, distributing mail, sending/receiving fax, assembling intake packets, handling recovery check-ins, tracking volunteer hours.

PRIMARY DUTIES AND RESPONSIBILITIES

- Answering phones
- Distributing mail
- Sending and receiving fax
- Assembling intake packets
- Handling recovery check-ins
- Tracking volunteer hours

QUALIFICATIONS

The requirements to perform the essential duties and responsibilities of the Office Assistant position are outlined below.

Experience & Education

- Has personally experienced a substance disorder. Is or has been a recipient of substance disorder related services.
- High school diploma or GED required.
- Completion of certification for Certified Recovery Coach preferred.

Other Requirements

- Bilingual or multi-lingual skills appropriate to the client population served are preferred.
- Valid CT driver's license.
- Background check
- Driver training at <https://www.myimprov.com/defensive-driving/connecticut/>

Requisite Competencies

- **Addiction/Recovery Management:** Demonstrated knowledge of addiction and recovery management techniques/models along with community, social, and health resources, particularly substance abuse, mental illness, and addiction-related resources. Proven knowledge and experience with the 12 Steps process.
- **Mentoring and Coaching:** Understanding of and respect for each individual's unique path to recovery. Promote client choice and self-advocacy. Demonstrated ability to share personal recovery experiences and help clients see any discrepancies between present behavior and planned goals.
- **Communication:** Effective verbal and written communication skills in facilitating client interactions.
- **Relationship Management:** Develops authentic and supportive peer-to-peer relationships. Demonstrated ability to work with clients with persistent recovery challenges.
- **Cultural Competence:** Demonstrated ability to recognize and adjust support services to cultural and ethnic differences.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position may involve frequenting various community places.