

CORAM DEO RECOVERY

Job Description

Job Title: Recovery Coach (10 hours per week)
Reports To: Executive Director
FLSA Status: Non-Exempt
Prepared Date: April 22, 2016

POSITION SUMMARY

The Recovery Coach supports recovering clients by providing support and serving as a positive role model, advocate and motivator to help prevent relapse and promote long-term recovery. The Recovery Coach functions as a fully integrated member of the Coram Deo Recovery team providing expertise about the recovery process and symptom management.

The Recovery Coach also handles the Intake process for new clients along with addressing their immediate basic needs such as food, clothing, and safety so the client can focus on recovery goals.

PRIMARY DUTIES AND RESPONSIBILITIES

- Provide peer 1-on-1 and group counseling and mentoring focusing on social support and community engagement. Facilitate the 12 Steps program.
- Coach recovering clients to develop their own plan for advancing their recovery and for “getting the life they want.” Assist recovering clients to set their personal goals and action plans for recovery maintenance.
- Actively identify and support linkages to community support services and resources (recovery communities, educational/social/spiritual resources, mutual self-help groups, and professional services). Assist with transporting clients to appropriate services.
- Enter 1-on-1 and group counseling session notes in ATR system.
- Maintain contact by phone and/or email with recovering client after they leave Coram Deo Recovery to ensure their ongoing success and to provide re-engagement support, as appropriate.
- Conduct new client intake/orientation process covering Coram Deo Recovery residential policies and rules, and new client survey.
- Address basic necessities such as food, clothing and safety so the client can focus on recovery goals.
- Write notes and bill for services

QUALIFICATIONS

The requirements to perform the essential duties and responsibilities of the Recovery Coach 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 or working towards.
- 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.

SUPERVISORY RESPONSIBILITIES

This position may supervise Volunteers and Interns.

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.