Job Description: **Recovery Coach**

This position is part time hourly position at $13-16 per hour with flexible days and hours.

- The Recovery Coach must maintain long term stable recovery
- The Recovery Coach must be willing to publicly self-identify as being in recovery from a mental health, substance use or addiction diagnosis
- Recovery Coach must be willing to share his/her own story of recovery as an inspiration to others
- The Recovery Coach must be able to obtain and maintain state certification
- The Recovery Coach should be able to take direction, be prompt, take initiative, complete tasks as assigned, and be able to work effectively as part of a team that includes community stakeholders
- The Recovery Coach should be articulate, and have good communication skills
- The Recovery Coach agrees to adhere to the Code of Ethics
- The Recovery Coach should have at minimum a basic understanding of:
  - The concept of recovery as it relates to behavioral health
  - Peer support (Recovery Coaching)
  - Wellness and recovery planning

- The Recovery Coach must complete and pass (provided)
  - Peer Support 101 Training (40 hrs.)
  - ASIST (Applied Suicide Intervention Skills Training 16 hrs.)
  - Trauma Informed Care training (8hrs)

- The Recovery Coach must have good computer skills such as:
  - Word
  - Excel
  - Outlook
  - Video conferencing
  - Access to high speed internet away from the office

- Travel will be required for this position.
  - Recovery Coach must have a reliable vehicle
  - Clean driving record
✓ Be able to obtain commercial level insurance coverage
✓ Mileage is reimbursed

• Submit to and pass a drug test prior to employment
  ✓ Submit to and pass random drug and alcohol testing

• Submit to and pass a law enforcement background check
  ✓ Maintain law enforcement access clearance

• Duties of the Recovery Coach will include but are not limited to:
  ✓ One on one coaching and support to those in need
  ✓ Respond as needed to referrals from community stakeholders
  ✓ Facilitate a community based peer support group
  ✓ Participate in staff, community and program meetings
  ✓ Work regularly with law enforcement and community partners
  ✓ Participate in regular clinical supervision
  ✓ Collect data and complete reports in a timely manner
  ✓ Provide community presentations of the project
  ✓ Participate in training
  ✓ Other tasks as assigned
  ✓ Recovery Coach will report to the Executive Director