



## Job Description: **Recovery Coach**

This position is part time hourly position at \$12-14 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