



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