



Job Title: Recovery Coach / Peer Recovery Support Specialist
Department: Recovery Support Services
Reports To: Director of Recovery Support Services
FLSA Status: Exempt
Prepared by: Insperity (th) **Date:** 10/27/17

Position Summary: Under general supervision, the Recovery Support Services (RSS) Recovery Coach is responsible to the RSS Director. The RSS Recovery Coach must provide tracking data for sustainability of quality case management services.

The RSS Recovery Coach / Peer Recovery Support Specialist is responsible for ensuring services to help clients address economic, child care, employment, education, health, housing, transportation, life skills, parenting, recovery, federal, state and local assistance, vocational assistance, GED referrals and family needs, in addition to identified substance abuse and mental health issues.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Provides mentoring/individualized transition and recovery support assistance.
- Conducts face-to-face contact to discuss recovery wellness planning.
- Guides participant to outreach services and community integration.
- Facilitates recovery support groups.
- Collaborates with recovery support groups, aftercare providers, churches, corporations, alumni, and volunteer organizations.
- Provides data collection and reporting through enrollments, census, client surveys, and recovery wellness groups.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: To perform the job successfully, an individual should demonstrate the following:

Communications – Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

Conflict Resolution – Encourages open communications. Confronts difficult situations. Maintains objectivity. Keeps emotions under control. Uses negotiation skills to resolve conflict.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Education/Experience:

A high school diploma or General Equivalent Diploma (GED) required. One to three months' with 500 hours and 25 supervised hours of directly related experience and/or training; or equivalent combination of education and experience in the field. Previous experience in recovery and crisis intervention required. Knowledge of substance use and ethical standards required.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

Must have basic working knowledge of Microsoft Office (Word, Excel, Outlook and Internet Explorer). Knowledge of CMBHS is preferred.

Certificates and Licenses:

Recovery Coach Certification required from Dept of State and Health Services.

NOTE: Peer Recovery Support Specialists -- must have certification with Texas Certification Board of Addiction Professionals (TCBAP)**Approval Requirements:**

Position requires approval from Texas Department of Criminal Justice (TDCJ) to work in TDCJ-funded programs, if applicable. Must have one year of recovery LIBED experience as required by the Dept. of State and Health Services. Must currently be in a recovery support group.

Supervisory Responsibilities:

Not applicable

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to lift and/or move up to 10 pounds and up to 25 pounds on occasion. The employee in this position frequently walks, uses hands to finger, handle and feel and reaches with hands and arms. The position occasionally requires climbing or balancing; stooping, kneeling, crouching or crawling; tasting and smelling. Specific vision requirements include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to sit. There is occasional standing, walking and use of hands to finger, handle and feel.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Supervisor / Manager Signature Date

ACKNOWLEDGED: Employee Signature Date

PRINT: Employee Name