POSITION/TITLE: Recovery Coach

JOB SUMMARY:

The role of the Recovery Coach is to provide intensive case management services to Safe Passage Initiative participants following placement into treatment through the Safe Passage Initiative. The Recovery Coach will document and report specific data points to the Safe Passage Program Coordinator to ensure compliance with the Safe Passage grant. From time to time, the Recovery Coach will assist the member police departments with treatment placement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related essential and additional functions as assigned. Job functions are not necessarily listed in priority order.

* Manage a caseload of program participants assigned by the Program Coordinator
* Provide Ongoing Intensive Case Management Services, to include:
	+ Contact the participant and make a formal introduction
	+ Determine current state of sobriety of participant
	+ Determine current needs of participant, i.e. coordination of care, emotional support, connection to support meetings, help identifying a “Sponsor”, housing, employment
	+ Through a caring, compassionate, and supportive demeanor, provide encouragement and support for the participant.
	+ Help the participant set short-term goals to sustain sobriety
	+ Develop a recovery plan for the participant
* Frequency of Contact:
	+ Once the participant is released from In-Patient treatment, the Recovery Coach should contact the participant daily for the first week. For the remainder of the month, the Recovery Coach should contact the participant at least 3 times per week. The Recovery Coach should inquire about the participants Out-Patient treatment plan and provide details and information on other Aftercare support, such as opiate recovery meetings.
	+ During the second through fourth month, the Recovery Coach should contact the participant at least 2 times per week.
	+ After four months of continued sobriety, the Recovery Coach should contact the participant once a week.
	+ If the Recovery Coach becomes concerned about the participant relapsing or their personal safety, the Recovery Coach should contact the police designee to inform them of their concerns. This will allow them be proactive before the participant relapses.
* Reporting and Documentation:
	+ The Recovery Coach will document each contact with the program participant. The documentation will include:
		- Date and time of contact
		- Type of contact (phone, texting, in-person, group meeting)
		- Current state of sobriety
		- Overall report on how participant is doing
		- Additional needs of the participant
		- Actions taken by Recovery Coach
* Identify and analyze risk indicators for relapse
* Identify insurance needs and connect clients to Medicaid
* Periodically attend support meetings of participants
* Other duties as assigned
* After completing appropriate documentation, the documentation will be submitted to the Safe Passage Program Coordinator.

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent with experience in Substance Use Disorder (SUD) preferred.

Knowledge of computer systems and their use including Microsoft Office products.

Ability to meet specific deadlines. Ability to be flexible and to manage and prioritize tasks.

Ability to maintain records and prepare reports from such records.

Ability to understand and follow oral and written instructions.

Ability to actively listen and to be able to speak on the same level as the clients and partnership affiliates.

Ability to deal tactfully and effectively with the clients and partnership affiliates to convey concise and accurate explanations of policies, procedures, and requirements.

Be recovery minded and support the recovery model adopted by the Safe Passage Initiative.

If applicable, ability to manage and control their own triggers and recognize the need to step away from certain situations.

Ability to work as a member of a team and to show courtesy, consideration and respect for others.

Ability to deal tactfully and empathetically with client and partnership affiliates.

Ability and willingness to tell your story in the context of personal experience with substance abuse disorder.

TRAINING:

Assigned as required.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job during a full duty day or shift. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is required to sit, talk, and hear. Employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Employee is required to use cognitive ability to reason, analyze, and verbalize thoughts and ideas.

Employee must be available and present for work as scheduled.

Employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

WORK ENVIRONMENT:

The work environment characteristics described herein 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.

The work environment is a typical home environment that requires ability to use and operate a personal computer and a telephone.