

**POSITION:** Recovery Coach

**DATE:** 04-05-2023

**DEPARTMENT:** Hillsdale County Family Treatment Court

**POSTING DEADLINE:** Open until filled

**PURPOSE:** Under general supervision of the Family Treatment Court (FTC) Coordinator and the Circuit and Probate Court Judges, the Problem Solving Courts Recovery Coach provides support to participants enrolled in various Problem Solving Courts. Primarily, this position will provide orientation and weekly meetings with program participants, monitor participants' progress in the program and coordinate services for them.

**ABILITIES, KNOWLEDGE, AND SKILLS:**

- Address barriers that are essential to recovery and serve as a role model/ advocate for participants.
- Strong communication skills; ability to work in a team environment.
- Capable of communicating effectively in a virtual environment; able to use programs, such as Zoom, competently.

**GENERAL DESCRIPTION:**

This individual will provide non-clinical services intended to aid individuals in establishing and maintaining individual recovery from addiction. The recovery coach promotes a recovery based approach to member care with an emphasis on respect, self-direction, and empowerment by providing peer support, personal assistance, education on community resources, and other supportive services for individuals with a substance use disorder (SUD).

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

**ESSENTIAL JOB FUNCTIONS:**

- Demonstrates knowledge of trauma informed care.
- Demonstrates positive beliefs and feelings regarding clients with varying levels of needs;
- Collects client data and conduct follow up surveys to ensure long-term client engagement;
- Helps navigate recovery support systems.
- Able to share personal recovery experiences and can model effective coping techniques.
- Provides clients with ongoing education regarding substance abuse, mental health, HIV/AIDS, Hepatitis C, tobacco, nutrition and exercise and other health and wellness information;
- Finds creative and effective solutions to complex problems and justifies prioritization when needed;
- Provides peer support in a positive and supportive manner through coaching, role modeling and mentoring in order to assist members in developing skills to achieve their goals;
- Serves as a liaison between administration, staff, clients, and volunteers;
- Effective written and verbal communication, including ability to communicate in a professional manner;
- Attend any and all FTC staff meetings and trainings.
- Ensure emergency basic needs are addressed immediately (i.e. food, temporary housing, transportation, clothing, etc.);
- Make follow-up calls after all referrals are made. Ensure all referrals are documented in case notes and in client's paper file;
- Ability to facilitate recovery support groups as needed and addiction education groups; ensure constant communication is made with the treatment courts.
- Provide case notes for every intervention (i.e. appointment, phone call, etc.) in the clients services database (DCCMIS);
- Maintain confidentiality and standards of ethical practice.

**QUALIFICATIONS / EXPERIENCE:**

Must possess a high school diploma or GED. Minimum of 5 years demonstrated personal recovery experience and engaged in a recovery network; must have experience and/or a working knowledge of

the criminal justice system; Experience facilitating recovery groups; Possession of a valid driver's license with acceptable driving record. C-CAR Certified.

**SUPERVISION:**

Work is performed under the general direction of the FTC Coordinator and the presiding judges of the HDC and FTC.

**COMPENSATION AND HOURS/BENEFITS:**

- Salary is \$32,000-34,000 a year commensurate with experience
- Scheduled work hours are: 8:30 a.m. to 5:00 p.m., with one hour lunch period
- Health insurance coverage
- Optional - vision and dental coverage
- Paid-Time-Off (PTO) up to 12 days per year
- Paid vacation- after first year
- Paid holiday leave (government recognized)