

Job Description:
RECOVERY COORDINATOR
Community Outreach Program (COP) Focus

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| Job Title: Recovery Coordinator | Reports To: Programs Director |
| Revision Date: February 2023 | Classification (FLSA): Full-time; Non-Exempt |
| Pay: \$41,000 - \$42,000 maximum/year | |

QUALIFICATIONS:

1. Commitment to recovery principles, Transition House culture, and the belief in integration of mental health clients into active community life.
2. Capable of providing clients an atmosphere of acceptance and support by establishing rapport and supportive relationships that include positive role modeling and healthy boundary setting.
3. Healthy selfcare skills and resiliency to manage personal wellbeing while being a positive role model for clients.

EDUCATION AND EXPERIENCE:

1. Bachelor's degree in Psychology, Social Work or related mental health field strongly preferred. Minimum of 100 hours completed towards a Bachelor's degree in Psychology, Social Work or related mental health field required.
2. Previous experience working with persons with mental illness and substance abuse is preferred.

ESSENTIAL FUNCTIONS OF THE JOB:

1. **Duties of the Recovery Coordinator**
 - a. **Provide direct and indirect services to the Community Outreach Program clients**
 - i) Establish rapport with clients, assessing client needs- organizes, plans, and conducts face-to-face client case management services to those in the COP.
 - ii) Set and consistently maintain a schedule for structured social and recreational activities, grocery shopping, and groups for clients in the COP.
 - iii) Maintain routine and regular contact with COP clients by phone, Facebook, email, or mail to check in, assess needs, and to make clients aware of structured activities.
 - iv) Assist with clients, individually and in group, to develop daily/community living skills, pre-vocational/vocational skills, and socialization/recreational skills.
 - v) Provide or arrange transportation for structured activities, groups, grocery shopping, or appointments when necessary.
 - vi) When needed, provide assistance to resolve crisis situations with clients.

- vii) Utilize weekly consultations with Programs Director, the clinical team, and staff meetings to discuss problem areas with clients and to ensure that care is consistent and coordinated.
- viii) As needed, consult and collaborate with outside services providers involved in working with the client towards their recovery.
- ix) Maintain awareness of community resources so that clients can be informed of appropriate resources available in the community.
- x) As needed, write letters of support and/or provide necessary documentation to support clients in their efforts to secure benefits, deal with legal issues, referrals to other agencies, etc. Advise Programs Director of action taken.
- xi) Report and document individualize case management meetings and incident reports as defined in agency policies and procedures.
- xii) Attend appropriate community meetings as directed by the Programs Director to stay current on other community resources along with building positive relationships with other agencies.

b. Provide direct services to Transitional Living Program clients

- i) Establish rapport with clients, assessing client needs - organizes, plans, and conducts face-to-face client case management services to those in the TLP.
- ii) Set and consistently maintain a schedule for individual case management sessions and groups.
- iii) Assist with clients, individually and in group, to develop daily/community living skills, pre-vocational/vocational skills, and socialization/recreational skills.
- iv) Assist clients in developing and maintaining an individualized recovery plan based on monthly assessments and weekly recovery journals, to assist in developing daily/community living skills, pre-vocational/vocational skills, and socialization/recreational skills and record documentation as defined in agency policies and procedures.
- v) Co-facilitate psycho-educational groups daily utilizing evidence-based group curriculum to those clients in the TLP. This includes working with COP Recovery Coordinator to plan meaningful groups and activities.
- vi) Provide or arrange transportation for health related and mental health examinations and treatment for clients when necessary.
- vii) When needed, provide assistance to resolve crisis situations with clients.
- viii) Utilize weekly consultations with Programs Director, the clinical team, and staff meetings to discuss problem areas with clients and to ensure that care is consistent and coordinated.
- ix) As needed, consult and collaborate with outside services providers involved in working with the client towards their recovery.
- x) Maintain awareness of community resources so that clients can be informed of appropriate resources available in the community.
- xi) As needed, write letters of support and/or provide necessary documentation to support clients in their efforts to secure benefits, deal with legal issues, referrals to other agencies, etc. Advise Programs Director of action taken.
- xii) Report and document individualize case management meetings, incident reports, and recovery plans as defined in agency policies and procedures.

- xiii) Maintain client charts by collecting and inserting progress notes, recovery plans, incident reports, weekly recovery journals, and other pertinent documents, as defined in agency policies and procedures.
 - xiv) Attend appropriate community meetings as directed by the Programs Director to stay current on other community resources along with building positive relationships with other agencies.
- c. Screening and Interviewing referrals to Transitional Living Program**
- i) Work with the Programs Director to screen prospective clients for the TLP.
 - ii) Participate in TLP interviews, as advised by Programs Director.
 - iii) Complete TLP orientation, paperwork, and documentation with incoming TLP clients as well as organize items for client move in kits.
- d. Oversee the operation and maintenance of facility, property, and supplies**
- i) Conduct routine checks of the TH apartments. Inform Programs Director of any repairs/infestations/concerns that are needed and contact property owner/manager if advised.
 - ii) Maintain and conduct periodic inventory of Transition House property located in the Drop-In Center, any storage areas, and the residential units. Report the results of the inventory to the Programs Director.
 - iii) Monitor and maintain client supplies in storage areas. Work with the Business Manager to arrange the purchase of needed supplies as appropriate within budget limit. Report needs for donations to Programs Director and Executive Director.
- e. Maintain required reporting defined in policy & procedures**
- i) Work with staff to ensure that the monthly client outcome reports and assessments are appropriately completed and recorded in the appropriate designated file in the agency's group data in the office computer network.
 - ii) Work with staff to ensure that mid-year and year-end reports are completed and meet the standards of funding and contractual agreements.
 - iii) Record an accurate and complete report of your daily work on the Monthly Report form in the appropriate Excel document in the Group Monthly Report file for each month.
- f. Work with student interns and volunteers**
- i) Work with student interns and volunteers to learn about the agency and mental illness/substance use.
 - ii) Allow student interns and volunteers to shadow individual and group client meetings to gain an understanding of the job responsibilities.
- 2. Participate in on-going training**
- a. Attend appropriate training to increase skill levels and stay current on the most effective ways to help clients through the recovery process.
 - b. Attend required trainings: Fire & Safety, CPR, First Aid, Therapeutic Options, Infection control, AIDS/HIV precautions, and other as directed by the Programs Director or required by law or regulation or with contract obligations.

3. **After-hours services**

- a. May be required to work after hours, weekends, or holidays during client activities.
- b. May be required to work after hours, weekends, or holidays during client crisis situations.
- c. Required to be on call for client emergencies after hours.

4. **Van transportation**

- a. Motor Vehicle Records (MVRs) will be checked periodically since driving is a part of this job. The MVR will be reviewed to ascertain the employee holds a valid license and their driving record is within the parameters set by Transition House and the agency's insurance carrier.
- b. Must be capable of driving a 12-passenger van.
- c. May be required to transport clients in the agency van when needed.
- d. Coordinate with agency staff to ensure proper maintenance when needed.

5. **Participate in on-going training**

- a. Attend appropriate training to increase skill levels and stay current on the most effective ways to help clients through the recovery process.
- b. Attend required trainings: Fire & Safety, CPR, First Aid, Therapeutic Options, Infection control, AIDS/HIV precautions, and other as directed by the Programs Director or required by law or regulation.

6. **Physical and Travel Requirements**

- a. Occasional travel is required during evenings and weekends.
- b. Occasional lifting up to 25 lbs., bending, and kneeling throughout the day.
- c. Prolonged standing, sitting, and walking.
- d. Valid Driver's License and Auto Insurance Coverage.

7. **Other duties as assigned**

- a. As needed, be available to take on tasks that are necessary for the agency's efficient, effective operation.

Applicant Signature _____ Date _____

Supervisor Signature _____ Date _____