# Central Connecticut Health District

## Job Description

### Position

**Position Title:** Recovery Coach / Recovery Support Specialist (Part-Time)

**Department:** Community Health

**Reports To:** Assistant Director of Health

### Description

**Position Summary**

A Recovery Coach is an individual whose role is to support others struggling with a substance use disorder (SUD).

- Serve as a role model, mentor, advocate, and motivator to recovering individuals
- Engages with clients within the community, encouraging those affected by opioid-use disorders to set goals to seek sobriety, prevent relapse, reduce the harm associated with opioid usage, participate in recovery-oriented activities and develop a network of sober supports.
- Helps clients identify and access needed resources and recovery supports.

### Essential Job Functions:

- Recognize the signs and symptoms of addiction
- Maintain patient confidentiality and comply with HIPAA regulations
- Provide information and referrals regarding recovery resources in the community
- One-on-one coaching: assist clients with goal setting and attainment
- Respond as needed to referrals from community stakeholders
- Actively engage and seek out potential clients in community, particularly in identified high risk locations
- Assist in the development and enhancement of client’s recovery plan
- Assist with co-facilitation selected aspects of the recovery program
- Attend group support sessions and model appropriate group participation
- Participate in staff, community and program meetings
- Work regularly with community partners and law enforcement
- Collect, date, and complete reports in a timely manner
- Provide occasional community presentations of the project
- Participate in assigned/scheduled trainings
- Perform other duties as assigned.
### SKILLS:
- Maintain own long-term stable recovery
- Be able to take direction, be prompt, take initiative, complete tasks as assigned, and work effectively as part of a team
- Ability to engage and establish rapport with a variety of individuals with SUD
- Travel is required for this position
  - Must possess active driver’s license & a reliable vehicle
  - Be able to obtain commercial level insurance coverage
- Submit to and pass:
  - Drug test prior to employment
  - Random drug and alcohol testing
  - Law enforcement background check (a criminal record does not necessarily exclude prospective candidates from employment)

### ADDITIONAL DUTIES:
- May be required to work evenings and weekends.

### EDUCATION AND EXPERIENCE REQUIRED:
- Ideal candidates will be in recovery from a substance use disorder
- Minimum two year of sustained sobriety required
- High School graduate or equivalent
- Completed training as a Recovery Coach or Recovery Support Specialist
- Prior experience working with the public
- Demonstrate the ability to communicate effectively and document information accurately
- Basic computer knowledge of Word, Excel, PowerPoint, Outlook preferred
- Fluency in other languages preferred
- Must be able to work independently and be self-directed
- Must be able to maintain patient confidentiality

### PHYSICAL AND MENTAL CONDITIONS/WORK ENVIRONMENT:
Required for essential duties. Reasonable accommodations will be considered under the Americans with Disabilities Act (ADA) as amended from time to time. This list is not all inclusive and may be supplemented as necessary.
- Must be mobile with the ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s). Ability to reach and bend, and push/pull or lift objects less than fifty pounds.
- Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.
- Ability to see and read objects closely as in reading/proof reading narrative or financial reports. Ability to read plans, maps or diagrams and read from a computer monitor. Ability to see objects far away as in driving. Ability to distinguish between colors.
- Ability to hear normal sounds with background noise as in hearing/using a telephone. Ability to distinguish verbal communication and communicate through speech.
- Ability to communicate effectively in oral and written form.
- Ability to maintain files and records and make mathematical calculations using a calculator.
- Ability to concentrate on complicated detail and complex issues for more than three hours at a time with some interruption, urgency and changing priorities.
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.
- Ability to use knowledge and reasoning to solve complex problems.
- Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities.
- Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations and performs outside inspections which include exposure to fluctuations in temperature and seasonal weather. May be exposed to dust and electromagnetic radiation from computer monitors. May be exposed to body fluids, infectious or contagious disease, hazardous wastes material, toxins and/or poisonous substances.
- Ability to properly don and doff protective clothing or gear.

**Note:** Reasonable accommodations will be considered under the Americans with Disabilities Act (ADA) as it may be amended from time to time. This list is not all inclusive and may be supplemented as necessary to account for changes in essential functions and/or changes in the work environment.

### JOB DESCRIPTION APPROVAL

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### JOB CLASSIFICATION

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**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.