



**Recovery Coach Coordinator - Washington County
Maine Alliance for Recovery Coaching
Job Posting**

Healthy Acadia's Maine Alliance for Recovery Coaching, (Maine-ARC) serving Maine's Washington County, seeks to hire an experienced community professional to join a dynamic team passionate about making it easier for all people to lead healthier lives. Reporting to the Co-Directors of Maine-ARC, the Recovery Coach Coordinator (RCC), will foster collaborative community partnerships and support for recovery coaching and volunteer efforts in a variety of settings.

In addition, the RCC will be an integral part of the Maine-ARC coordination team, working with other regional coordinators to recruit, train and support recovery coaches across our service region. The right individual must be highly motivated, be a facilitative leader, and have excellent communications, mobilization, social media and community relations skills. The RCC must have an appreciation and affinity for those persons and families in addiction recovery, and also have a strong understanding of the recovery community.

Due to the nature of this position, it is highly recommended that the RCC has experience in personal addiction recovery, or a strong demonstrated personal experience with the recovery process. It is also highly recommended that the coordinator be a member of, or deeply familiar with the community of Washington County.

Job Summary: The Recovery Coach Coordinator (RCC) will recruit, screen, train, coordinate, and provide support for recovery coach volunteers, Maine Recovery Core (MRC) Interns, and potential staff members in a variety of settings, along with providing limited direct recovery coaching services.

The RCC will be part of a regional coordination team that will support the facilitation of monthly CoacherVision (supervision) and Maine-ARC system training meetings for recovery coaches. The coordinator will support recovery coaches in scheduling and managing coaching sessions, and will work to expand engagement in various systems, such as healthcare, treatment, medical, corrections, community and other systems of care. The RCC will maintain communication with MRC program staff to provide coordinated support of interns and data sharing for reporting requirements. The RCC will assist recovery coaches in capturing accurate data and will facilitate all required paperwork, evaluation and reporting forms for the recovery coach system and funding sources. The RCC will work closely with the Maine-ARC Co-Directors, Coordinators and MRC program staff to ensure all program deliverables and reporting are met or exceeded.

Requirements for the selected candidate:

- Must pass a criminal history and sex offender background check.
- Must have a valid driver's license and a reliable vehicle for regular travel throughout their service area.

Qualifications and Experience Sought:

- Familiarity with substance use disorder and recovery; support for all pathways to recovery.
- Due to the nature of this position, it is highly recommended that the RCC has experience in personal addiction recovery, or a strong demonstrated personal experience with the recovery process.
- Team player, able to work and communicate well with others to elevate the success of the Maine-ARC Program and Coordinator team, deliver programmatic goals, expand systems, community and partner sites.
- Ability to attend and complete the CCAR Recovery Coach Academy and Ethical Considerations for

Recovery Coaches and other training as required.

- Ability to become or currently are a Maine registered or certified Recovery Coach, meeting the requirements of the Maine Recovery Coach Certification Board (MRCCB).
- Ability and motivation to advance their professional development.
- Highly-motivated, facilitative leader with experience in community mobilization and development of community relations.
- Strong computer literacy required, MAC systems are a plus. Knowledge of email, excel, google drive and social media.
- Personal characteristics of maturity and professionalism with a sincere desire to work with recovering individuals and the recovery community are required.
- Comfortable with public speaking and able to manage and present information effectively to a wide variety of audiences.
- Highly organized and independent, with the ability to multitask.
- Ability to exercise good judgment and communication in the face of competing priorities, agendas, and partner sensitivities.
- Patient, personable and approachable. Strong management and relationship skills will be essential for this position.
- Able to work with diverse people, and to build and maintain strong working relationships with both internal and external partners.
- Able to develop and follow a prioritized plan of work, set and keep deadlines and work on multiple projects concurrently.
- Ability to exercise good judgment and be responsive to time-sensitive organizational priorities and competing demands.
- Strong communication skills with the ability to listen well, and write and speak effectively.

This is a full time (40 hrs/week) position with strong benefits and opportunity for growth. Salary range \$19-\$21. The position is funded from April 2024 through March 2025, with the strong likelihood of continuing in the long term. Valid driver's license, reliable vehicle & regular travel within the service region is required; some statewide travel and occasional weekend and/or evening meetings are expected. Nothing in this job summary restricts management's right to assign or reassign duties and responsibilities to this job at any time.

To apply: Email in a single attached document a cover letter, resume and contact information and three professional references to: jobs@healthyacadia.org. Application process will remain open until a suitable candidate is found.

Healthy Acadia is an equal opportunity employer that does not discriminate against any individual based on their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. The organization takes affirmative action to ensure that all applicants and employees are treated fairly during the application process and post-hiring employment. Discrimination of any kind is not tolerated, and Healthy Acadia is committed to creating a diverse work environment. All qualified applicants will receive consideration for employment without regard to their race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.