

RECOVERY COACH

LOCATIONS: Russellville/Clarksville, with travel to Morrilton

JOB SUMMARY: To assess the immediate needs of clients and their families, identifying potential barriers to short- and long-term recovery such as housing, transportation, employment, food and clothing. The Recovery Coach will assist client in working their Personal Recovery Action Plan and will provide telephone support services. This position is also responsible for reporting any major incidents to the Clinical Supervisor, Program Operations Director, or CEO/Executive Director (damage to property, injury to clients or staff, etc.) as well as maintaining registration with the Arkansas Substance Abuse Certification Board (ASACB). Ability to appropriately use self as hope for recovery is preferred.

A. DAILY DUTIES

1. Schedule, conduct, and document individual coaching sessions.
2. Maintain client records to include documentation of progress.
3. Coordinate case management appointments with outside agencies and support staff transport.
4. Complete discharge procedure including documentation, aftercare planning, and check-out.
5. Attend clinical treatment team meetings and Learning Labs.
6. Assist client to identify values, preferred future and barriers to getting there.
7. Assist clients to navigate systems to achieve objectives.
8. Maintain availability for clients.
9. Assist client in developing Personal Recovery Action Plan

B. PERIODIC DUTIES

1. Assist in screening of prospective clients and admission of clients deemed appropriate for services.
2. Transport clients to outside appointments when other staff is unavailable.

C. OCCASIONAL DUTIES

Conduct Family Recovery Sessions as assigned.
Conduct group sessions as assigned

QUALIFICATIONS

Applicants for this position require a high school diploma or G.E.D.; Bachelor degree in human services field preferred. Previous experience of alcohol and /or drug treatment services is desirable, but not mandatory. Ability to use a computer is essential, including Electronic Health Record input. If applicant is a recovering alcoholic/addict, a minimum of 12 months of continuous recovery is required and continued recovery is expected. Must pass drug screens.