JOB DESCRIPTION: RECOVERY COACH

Date: May 2020
Grade: 3
Location: Outpatient
Supervisor: Regional Director or designee
Exempt: No

GENERAL PURPOSE: To utilize a variety of treatment, educational, and evaluative approaches to work with a diverse population of clients with substance use disorder issues. This may include providing outreach and engagement, skills coaching, Treatment Court, and other community/grant projects. This position will also include providing case management services (including but not limited to providing assistance with access to MH/SUD treatment, medical/dental services, housing, basic needs; food, employment and coordination of benefits).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts client screenings, assessments for referrals to inpatient treatment, intakes, and/or evaluations for clients seeking substance use disorder services or services for a co-occurring disorder.
- Participates in the planning of client services through needs assessment and discussion with treatment team members.
- Provides case management including connecting individuals with mental health and substance use treatment options; community resources including housing, food, medical, and other basic needs; employment services; and coordination of benefits.
- Provides coaching to individuals around the recovery process utilizing evidence-based techniques and may include personal experience.
- Research, planning, and application of evidenced-based supports for those clients with a substance use disorder or a co-occurring disorder.
- Meets the Center’s standards for Key Performance Indicators
- May deliver person-centered, culturally-sensitive evaluations, trauma-informed services as defined by position. These services may be delivered in various locations.
- Works with client and their systems to identify treatment goals and objectives.
- Maintains professional licensure and certifications as required for the program.
- Utilizes centralized scheduling.
- Maintains client charts/documentation according to the standards outlined in the record keeping procedures, administrative procedures, and quality assurance procedures of the Center (DAP notes, CCARs, Service Plans, Diagnosis, etc).
- Attends staff meetings, in-service meetings and peer reviews, supervision sessions, and other meetings as requested/required.
- Participates in the design of client services through needs assessment and discussion with team members and supervisor.
- Works with referral sources in the process of determining appropriate client care and in reporting on-going progress.
- Collaborates with and refers to other human service agencies within the community to
coordinate client care plans.

- Participates in community meetings and forums as identified in collaboration with supervisor.
- Collaborates with the courts, Probation, DHHS, medical teams, OBH staff, and keeps supervisor informed of collaborative efforts.

Center-Wide Essential Duties and Responsibilities

- Responsible for keeping client information confidential by adhering to Colorado law and policies and procedures for the Center.
- Responsible for compliance with applicable federal, state and local laws; professional practice acts and ethical guidelines; policies and procedures of the Center; and contractual guidelines.
- Responsible for supporting the Center’s Vision, Mission, Values and Beliefs by practicing and modeling a culture of wellness within a One Team Mindset.
- Completes all administrative paperwork and Qualifacts documentation/time sheet (billing and personnel/payroll) as requested/required.
- Completes required competency training in Essential Learning and additional training as requested or selected by supervisor.
- Reviews and acknowledges Center policies and procedures as requested/required.

MISC. DUTIES AS ASSIGNED

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

- Supports Center staff in the effort to collect client service fees.
- May be assigned to community consultation and education projects.

SUPERVISORY DUTIES: May be assigned clinical supervision of CAC II candidates, if certified as CAC III or LAC

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor’s degree in recognized mental health field required
- Certified Addiction Counselor level II or III preferred
- Minimum 1 year experience in providing treatment for or working with clients with substance use disorders required
- Fluency in English required; Spanish strongly preferred
- Basic Microsoft computer and keyboarding skills
- Ability to interact with people in a professional, friendly manner
- Ability to work independently as well as cooperatively and constructively as part of an interdisciplinary team
- Possess a working knowledge of individual, group, family and crisis treatment approaches and their application to clients with emotional, behavioral, and substance use disorder problems
- Demonstrates knowledge and application of appropriate clinical skills
- Has ability to produce written documentation and/or electronic records of clinical work in a
manner readily understood by other service providers and in a manner that meets federal, state, and Center documentation requirements

- Ability to summarize service themes from a variety of client contacts and communicate suggested improvements for service delivery
- Ability to enter data on The Center’s computerized record keeping system
- Ability to provide services in the mental health center, schools, jails, emergency rooms, and client homes. This may necessitate travel within the community
- Ability to understand and utilize collaborative documentation
- Ability to interact with people in a professional, friendly manner
- Ability to think critically and independently
- Ability to adapt to change in the workplace
- Ability to use change as an opportunity for innovation and creativity
- Ability to inspire and model collaborative teamwork

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works extended hours in front of a computer monitor
- Required to talk and hear
- Often requires sitting and use of hands and fingers, to handle or feel
- Occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl
- Vision abilities required by this job include close vision
- The noise level in the work environment is usually quiet to moderate
- May need to develop a flexible work schedule to provide services to clients when The Center’s offices are not open or fully staffed

I have read this copy of my job description, discussed it with my supervisor and understand my responsibilities.

___________________________________________  ______________
Signature                                                   Date

THE CENTER FOR MENTAL HEALTH EMPLOYMENT IS AT-WILL MEANING THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY EITHER THE EMPLOYEE OR EMPLOYER AT ANY TIME, WITH OR WITHOUT CAUSE OR PRIOR NOTICE.