

## **The Council on Alcohol and Drug Abuse – Coastal Bend**

### **Job Description**

**Job Title:** Youth Recovery Leader

**Classification:** Full-Time/Non-Exempt

**Reporting Supervisor:** Youth Recovery Leader Director

**Positions Supervised:** Volunteers

### **Job Qualifications:**

1. Has completed or will complete the hours necessary to be designated/trained as Youth Recovery Leader (YRL) by a COADA-CB Trainer of Trainer for YRL and approved by The Texas Department of State Health Services (DSHS) & The Texas Certification Board of Addiction Professionals (TCBAP);
2. Must pass drug screen and background check.
3. Be between the ages 18-24 with a history of a substance use disorder(s);
4. Demonstrate a strong and stable personal program of recovery with at least six months in recovery from substance misuse or a substance use disorder;
5. High School Diploma and or GED;
6. Ability to lift 30 pounds due to the transportation of files, televisions, and other minor articles;
7. Ability to physically reach, stand, kneel, crouch/stoop, squat, and the ability to climb stairs;
8. Ability to demonstrate effective problem-solving skills, as well as written and verbal communications skills;
9. Valid Texas driver's license, reliable transportation and continuous proof of automobile liability insurance;
10. Ability to operate computers, general office machines, and general office equipment;
11. Must be willing to continue to educate, grow, and develop in career area;
12. Must be willing to cross-train in other service areas;
13. Must be a team player;
14. Must be seeking competence in the recovery support services field specific to assigned area.

### **Position Expectations:**

1. Function as a role model to peers; exhibiting competency in personal recovery and use of coping skills;
2. Serve as an advocate, providing information and peer support for patients/participants in recovery and/or outpatient settings.
3. Work closely with the Peer Support /Youth Recovery Leader Director/Treatment Division Manager, Counselors, Education Specialist, Administrative Assistant, Intake Specialist, and Counselor Interns;
4. Utilize recovery resources such as referrals, booklets, tapes, pamphlets and other written materials in the provision of services;
5. Use a formal goal setting process to assist patients/participants in articulating personal goals for recovery through the use of one-on-one and group sessions;
6. Develop recovery plans using strength-based techniques and utilize community supports and resources to aid them in achieving recovery service plan goals;
7. Assist clients/participants in setting up and sustaining self-help (mutual support) groups, as well as means of locating and joining existing groups;

8. Share their own experiences and what skills, strengths, supports and resources they use toward their own recovery;
9. Use ongoing individual and group sessions to teach clients/participants how to identify and combat negative self-talk and how to identify and overcome fears;
10. Support clients/participants' vocational choices and assist them in choosing a job that matches their strengths, overcoming job-related anxiety by reviewing job applications, and providing interview tips;
11. Assist clients/participants in building social skills in the community that will enhance job acquisition and tenure;
12. Assist the client in obtaining decent and affordable housing of his/her choice in the most integrated, independent, and least intrusive or restrictive environment by taking them out to view housing, either driving them or riding with them on public transportation;
13. Model effective coping techniques and self-help strategies;
14. Serve as a recovery agent by providing and advocating for any effective recovery based services that will aid the client in daily living;
15. Assist in obtaining services that suit that individual's recovery needs by providing names of staff, community resources and groups that may be useful;
16. Use role playing/modeling techniques to provide opportunities and show/demonstrate how they have handled similar problems;
17. Share recovery materials with others at continuing education trainings and or other venues developed to support recovery-oriented services; and attend continuing education seminars and other in-service training when offered;
18. Help develop training programs for participants who would like to be a Recovery Coach, Peer Mentor, volunteer and/or provide peer support, recovery skill building, and group facilitation;
19. Carry a caseload according to the recommended standard for the assigned level of support services;
20. Conduct all report and record-keeping in CMBHS according to Statement of Work The Council on Alcohol and Drug Abuse – Coastal Bend's policies and procedures and TCBAP & DSHS requirements;
21. Perform individual or group supervision weekly and follow all other TCBAP and DSHS requirements related to supervised work experience hours for Recovery Coaches and or Peer Mentors;
22. Complete all job duties in compliance with The Council on Alcohol and Drug Abuse – Coastal Bend's policies and procedures, TCBAP and DSHS Standards;
23. Work flexible hours as needed to complete job expectations;
24. Understand and follow agency communication chain of command;
25. Understand job position boundaries. If uncertain to authorize or to perform, or represent the agency in an activity and/or function, an understanding to contact the Executive Director or Division Manager for clarification prior to taking any action is hereby implicit. If the Executive Director or Treatment Division Manager is out, contact an authorized representative;
26. Other duties as assigned.

**I have been provided information regarding insurance coverage.**

**I have been informed about personal risks and liabilities with this position.**

**I have read and received a copy of the job description for my position.**

**I have been given a copy of The COADA - Coastal Bend's policy and procedure manual.**

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**Signature**

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**Date**