

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

### **Job Description**

**Job Title:** Recovery Coach

**Classification:** Hourly-Non Exempt

**Reporting Supervisor:** Peer Support /Recovery Coach Supervisor

**Positions Supervised:** Volunteers

### **Job Qualifications:**

1. Has been designated as Certified Recovery Coach by The Texas Department of State Health Services (DSHS) Health & Human Services Commission (HHSC) & The Texas Certification Board of Addiction Professionals (TCBAP) or complete within 60 days of hiring.
2. High School Diploma and or GED;
3. Must be able to pass a background check and drug test.
4. Ability to lift 30 pounds due to the transportation of files, televisions, and other minor articles to conduct off-site groups;
5. Ability to physically reach, stand, kneel, crouch/stoop, squat, and the ability to climb stairs;
6. Ability to demonstrate effective problem-solving skills, as well as written and verbal communications skills;
7. Valid Texas driver's license and continuous proof of automobile liability insurance;
8. Ability to operate computers, general office machines, and general office equipment;
9. Ability to adjust schedules to meet needs of programs;
10. Must be willing to continue to educate, grow, and develop in career area;
11. Must be willing to cross-train in other service areas;
12. Must be a team player;
13. Must be seeking competence in the recovery support services field specific to assigned area.

### **Position Expectations:**

1. The Recovery Coach will: 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 outpatient and inpatient settings.
3. Work closely with other COADA-CB employees
4. Help participants regain independence within the community and mastery over their own recovery process.
5. Utilize recovery resources such as booklets, tapes, pamphlets and other written materials in the provision of services;
6. Use a formal goal setting process to assist clients/participants in articulating personal goals for recovery through the use of one-on-one and group sessions;
7. Assist clients/participants in developing recovery plans using strength-based techniques and utilize community supports including self-help groups and resources to aid them in achieving recovery service plan goals;
8. Independently or with periodic assistance of treatment team members, utilize and teach problem solving techniques through individuals and groups;

9. Assist clients/participants in building social skills in the community that will enhance job acquisition and tenure;
10. 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;
11. Serve as a recovery agent by providing and advocating for any effective recovery based services that will aid the client in daily living;
12. Use role playing/modeling techniques to provide opportunities and show/demonstrate how they have handled similar problems;
13. 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
14. Be responsible for the development of peer support groups, recovery groups and one-to-one peer support activities;
15. 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;
16. Carry a caseload according to the recommended standard for the assigned level of support services;
17. Conduct all report and record-keeping according The Council on Alcohol and Drug Abuse – Coastal Bend’s policies and procedures and TCBAP & HHSC/DSHS requirements;
18. Perform individual or group supervision weekly and follow all other TCBAP and HHSC/DSHS requirements related to supervised work experience hours for Recovery Coaches and or Peer Mentors;
19. Collaborate with counselors regarding participant/client screenings, assessments, admissions, treatment plans, recovery plans and discharge summaries completed by the counselors and recovery coaches;
20. Conduct group and individual counseling sessions according to The Council on Alcohol and Drug Abuse – Coastal Bend’s program, policies and procedures and TCBAP, HHSC/DSHS Standards;
21. Conduct and attend training as assigned;
22. Continue to educate, grow, and develop in career area (e.g. workshops and trainings).
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 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.**

---

Signature

Date