



## JOB DESCRIPTION: RECOVERY PROGRAM COORDINATOR

10/1/2020

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### SUMMARY

The Recovery Program Coordinator (RPC) will act as a professional representative of Reality Check at all times in and outside of the office. The RPC works under the supervision of the Director of Recovery & Prevention Services. This document is updated when duties, projects, and responsibilities change.

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### OVERVIEW: Primary Responsibilities

- **Recovery Coach Academy Training Series-** coordinate 2ce a year: 1) Recovery Coach Academy, 2) Recovery Ethics, 3) HIV/AIDS, 4) Suicide Prevention, 5) Motivational Interviewing, 6) RC 2.0;
- **Social Media:** training promotion, recovery messages, communications, support groups, website updates;
- **CAPRSS Accreditation:** Assist in process of accreditation as needed;
- **New Programming:** Identify / develop new services and programs to meet identified community needs;
- **Facilitate** live and/or remote support groups or programs as needed;
- **General Office operations:** Respond to in-person and virtual inquiries, answer phone/retrieve voicemails/emails, greet/help visitors, office machine operations, support other staff as needed.

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### SPECIFICALLY

- Attend training series to become a Recovery Coach and work toward CRSW credential
- Conduct brief intakes for people wanting a Recovery Coach
- Participate in local and state level recovery-related meetings
- Orientation, oversight, support, and supervision for new Recovery Coaches and volunteers
- Build effective partnerships with community agencies / partners
- Coordinate coverage of Recovery Coach Telephone Support check-ins
- Coordinate details for the Recovery Coach Training series: schedule dates, reserve space, secure trainer, media promotion, order materials and food, registration links, confirmation emails, setup/take down room
- Date Entry into RECOVERY LINK (reporting platform)
- Daily updates on multiple social media platforms and website
- Meet weekly with supervisor and attend weekly staff meetings / provide updates report

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### KNOWLEDGE, SKILLS, & QUALIFICATIONS

- Excellent written and verbal communication, model professional behavior/recovery principles & values
- Completed the Recovery Coach Academy, Recovery Ethics, Motivational Interviewing, Suicide Prevention, HIV/AIDS, and Recovery Coach 2.0 or will complete within 3 months of date of hire
- Preferred but not required: BS in Social Work, Human Services, Addictions, Mental Health, or Public Health OR MS in Substance Abuse, Addictions, Behavioral Health, Mental Health Counseling, or related major OR Combination of education and work experience.
- Preferred but not required: CRSW; or work to secure CRSW within 12 months of hire
- Preferred 1-3 years in field of Recovery and/or Treatment with some supervisory responsibilities.
- Preferred training in related fields (suicide, mental health, trauma, behavioral health, public health etc)
- Familiarity with Monadnock Regional resources and community agencies

**Position:** Full-time grant-funded position 35 hours / week. Part-time not available.

**As Needed:** Attend recovery events; evening or weekend Recovery Coach coverage; statewide travel

**Salary Range:** \$17-19 / hour *\*Based on experience, education, and 2 in-depth Interviews*

**Benefits:** Health & Dental Insurance, Retirement, Sick, Vacation, 12 Holidays, STD/LTD/Life Insurance, \$1,000 paid professional development toward Certified Recovery Support Worker (CRSW) credential for NH plus exam fee and supervision fees paid.

**TO APPLY:** Email a cover letter of interest and a current resume to  
[Mary@RealityCheckNow.org](mailto:Mary@RealityCheckNow.org)

*Reality Check Inc is a recovery friendly, equal opportunity employer and believes individuals are entitled to an equal employment opportunity.*

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