

**POSITION:** Recovery Coach  
**PROGRAM:** Restoring Recovery  
**REPORTS TO:** Director of Recovery Services  
**LOCATION:** 2855 N. Keystone  
**HOURS:** 8:30 – 5:00

**POSITION DESCRIPTION:**

This will provide non-clinical services intended to aid individuals in establishing and maintaining individual recovery from addiction. The recovery coach promotes a recovery based approach to member care with an emphasis on respect, self-direction, and empowerment by providing peer support, personal assistance, education on community resources, and other supportive services for individuals with a substance abuse disorder (SUD).

**POSITION REQUIREMENTS:**

- Minimum High School Diploma or equivalent required;
- Minimum 2 years demonstrated personal recovery experience;
- Prior Completion of the Certified Addiction Recovery Coach (**CAPRC**) certification preferred but not required. This credential is intended for individuals who have a lived experience of recovery and who desire to help people in addiction recovery;
- Must have knowledge of recovery support systems, including but not limited to, 12-step support groups; and
- Must have experience and/or a working knowledge of the criminal justice system.

**ESSENTIAL JOB FUNCTIONS:**

1. Demonstrates positive beliefs and feelings regarding clients with varying levels of needs;
2. Collects client data and conduct follow up surveys to ensure long-term client engagement;
3. Helps navigate recovery support systems.
4. Able to share personal recovery experiences and can model effective coping techniques.
5. Provides clients with ongoing education regarding substance abuse, mental health, HIV/AIDS, Hepatitis C, tobacco, nutrition and exercise and other health and wellness information;
6. Finds creative and effective solutions to complex problems and justifies prioritization when needed;
7. Provides peer support in a positive and supportive manner through coaching, role modeling and mentoring in order to assist members in developing skills to achieve their goals;
8. Serves as a liaison between administration, staff, clients, and volunteers;

9. Effective written and verbal communication, including ability to communicate in a professional manner;
10. Attend any and all meetings and trainings held in the community in reference to the re-entry population;
11. Ensure emergency basic needs are addressed immediately (i.e. food, temporary housing, transportation, clothing, etc.);
12. Make follow-up calls after all referrals are made. Ensure all referrals are documented in case notes and in client's paper file;
13. Ability to facilitate recovery support groups as needed;
14. Ensure constant communication is made with the criminal justice monitoring agency (i.e. Probation/parole/community corrections officers, etc.) to inform them of services PACE is providing and recommendations on any additional service needed;
15. Provide case notes for every intervention (i.e. appointment, phone call, etc.) in the clients services database (ETO);
16. Maintain confidentiality and standards of ethical practice;
17. Assess criminogenic needs of clients to determine how PACE can be of assistance and make appropriate referrals to other agencies when necessary.
18. Other duties as assigned;

**ASSOCIATED JOB DUTIES:**

- Addresses barriers to successful recovery and serves as a role model and advocate;
- Strong interpersonal skills and customer service skills;
- Demonstrates good communication skills;
- Advocate for members, as needed, to ensure delivery of necessary services;

**REPORTING REQUIREMENTS:**

- Be Familiar with all state reporting requirements.
- Accurately and timely enter all information into all reporting database; including any and all billing to partner agencies.
- Provide monthly report of clients served, case load report and client success story to Executive Director by the 5<sup>th</sup> of every month.
- Document all information of client employment and retention in the client services database, Efforts to Outcome (ETO).
- Provide follow-up on clients every 30-60-90-180 days. Follow-up information is then noted in the client services database.
- Complete re-arrest forms and enter into ETO as the information is received. Ensure a copy of the form is turned in with the monthly report.

**PACE, INC. RESPONSIBILITIES:**

- Maintain a confidential and trustworthy relationship with clients.
- Always represent PACE in the most professional way especially when in the community.
- Attend and actively participate in all staff meetings.
- Submit requested information for Monthly Newsletter or other Development activity.
- Participate in development when requested.
- Maintain regular and consistent contact with all PACE staff.
- Share news, information, new sources with staff; especially as it pertains to development.
- Dress, speak and conduct yourself in an appropriate and professional manner at all times.

**TRAINING:**

- Obtain Certified Addiction Recovery Coach (**CAPRC**) certification
- Attend relevant trainings when necessary.
- Remain educated about service agencies in Marion County.

**OTHER:**

- Must understand the role of employee's individual position regarding HIPAA requirements and level of access to Protected Health Information as defined in HIPAA hospital-wide policies.
- Must understand that it is the responsibility of every PACE staff member to provide client safety as a priority response according to evidence based practices. Encourage clients to be actively involved in their own plan, exhibiting client-centered principles.

*\*\*\*This position is funded by an 18-month grant. PACE makes every effort to ensure program sustainability but that is not guaranteed.*

Please send resumes to Rhiannon Edwards [mailto:REdwards@PaceIndy.org]