



Job Title: Recovery Coach

Program: Shelter

FLSA: Part-time Non-Exempt Reports

To: Shelter Supervisor

Direct Reports: None

Job Summary: Serve as support staff and help to ensure the community living environment is safe for all residents. He/she also helps residents achieve their recovery goals and objectives by coaching and guiding them in resolving problems and acquiring skills to live a drug and alcohol-free lifestyle.

To Apply: Email cover letter and writing sample to info@smdp-ho.org for full consideration.

About Southside Center of Hope

Southside Center of Hope's mission is to provide a safe and healing community for women recovering from substance use addiction, trauma and mental illness. Southside Center of Hope is a highly structured, supportive; community-based residential program for women, and their children, who are recovering from substance abuse addiction. Southside Center of takes a comprehensive approach to recovery, incorporating mental, spiritual, physical wellness, education, skill building and sober leisure activities.

Southside Center of Hope is an Equal Opportunity Employer.

Essential Functions

- Facilitate 12 step education a social group.
- Check in with each residents' regularly, observe and document behaviors; listen to residents' and offer professional kindness as appropriate.
- Monitor resident interactions and de-escalate conflicts.
- Welcome new residents and complete the orientation process.
- Build community by engaging residents in social activities within and outside of the facility.
- Assist the Nurse with medication management by monitoring medications and ensuring residents refill medications in a timely manner.
- Administer drug tests including urinalysis and breathalyzers.
- Answer phones, monitor the front desk and make continuous rounds of the building, checking doors, locks and the fire alarm, etc. and documenting activities in the communication log.
- Transport residents and their children using the agency vehicle.
- Provide childcare to residents with children when they are in groups and counseling session; and teach effective parenting skills.
- Cook and serve meals and ensure accurate reporting of meals served.
- Ensure residents complete all assigned chores in a satisfactory manner.
- Serve as a dorm monitor; conduct dorm checks and complete required paperwork.

- Help ensure the facility is clean and safe by performing general cleaning duties and hourly safety checks.
- All other duties as assigned.

Physical Requirements

- Must be able to walk up and down between two to four flights of stairs without assistance during course of an 8-hour shift.
- Must be able to stand and sit for extended periods of time.
- Must be able to lift a maximum of 20lbs.
- Must be able to squat, bend over, lift arms overhead, sit and stand repeatedly during shift.
- Vision and hearing capability (with correction), to see possible intruders, unusual noises as well as close identification of possible tampering of written information for prescriptions.

Qualifications

- Must be at least 21 years of age.
- Minimum High School Diploma and Certification as a National Certified Recovery Specialist (NCRS) from the Illinois Alcoholism and Other Drug Abuse Professional Certification Association (IODAPCA); Associate degree and CADC Preferred.
- City and State Food and Sanitation License or must be able to obtain within 90 days of hire.
- CPR Certification or must be able to obtain within 90 days of hire.
- Minimum two (2) years of substance abuse, human services or case management experience and must have a working knowledge of addiction and recovery and understanding of the 12-step philosophy.
- Maintenance of a valid Illinois driver's license with no suspensions in effect in the previous three (3) years prior to hire.
- Knowledge of word processing and basic computer functions; intermediate to advance level of computer skills required.
- No history of child abuse or neglect.
- Ability to communicate clearly verbally and in writing.
- Must be available to work a flexible rotating shift that includes mornings, evenings, overnights, and weekends; and agree to work overtime based on the needs of the agency.
- Commitment to the mission of Southside Center of Hope.
- Ability to interact effectively and in a supportive manner with persons of diverse cultural, socioeconomic and ethnic backgrounds.