



Job Title: Recovery Coach

Position Overview

The Recovery Coach is responsible for the ongoing development of recovery plans of action, accessing community resources, monitoring clinical engagement of treatment, and ensuring recovery activities and responsibilities are completed by residents. This includes, but is not limited to:

- Help to ensure the community living environment is safe for all residents.
- Help 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.
- Utilize crisis intervention techniques to identify potential conflicts and intervene.

To Apply: Email cover letter and resume to info@sscoh.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 disorders, trauma, and mental illness. Since 1983, Southside Center of Hope has helped thousands of women escape homelessness, put them on the road to recovery, and help them reintegrate into their communities. Southside Center of Hope utilizes a holistic approach to recovery that integrates mental, spiritual, and physical wellness with housing, education, skill building and job placement services. As a non-profit organization, the highly structured and community-based residential and supportive services provided to women and their children are 100 percent charitable.

Southside Center of Hope is an **Equal Opportunity Employer**. At Southside Center of Hope, we believe investing in our employees and creating a supportive environment is essential to our mission. Therefore, we offer a competitive compensation package, including paid time off, health, vision, dental, and life insurance.

Essential Duties:

- Work one-on-one with residents to develop recovery plans and set goals for achieving positive change as they define it for themselves, assess, track, and monitor progress in achieving goals, and work with residents to remove barriers to achieving positive change.
- Provide case management services to residents and document the results in database; write case notes using DAP format and maintain resident files and documentation.
- Attend weekly resident care meeting.
- Complete required data entry to ensure resident files are audit compliant.
- Facilitate didactic and therapeutic groups and document resident attendance.

- Administer scheduled and random drug screening, as required.
- Provide employment coaching in an individual and group settings to assist residents.
- Assist residents in conducting meaningful daily activities, such as family care taking, job/employment preparation, learning/enhancing independent living skills.
- Develop partnerships with social service agencies that provide referrals and resources (housing, addiction recovery, medical and behavioral health services).
- Distribute resident medication, monitor resident self-medication, and maintain medication log.
- Conduct community outreach to social service agencies, hospitals, detox programs, treatment facilities, homeless shelters to obtain referrals for prospective residents.
- Complete daily shift reports and other documentation, as required.
- Maintain resident confidentiality according to HIPAA and organization requirements.
- Answer phones and make continuous rounds of the building, checking doors, locks, and the fire alarm, etc. and documenting activities in the communication log.
- Attend mandatory staff meetings and in-services.
- Prepare meals for residents according to the guidelines set by the Child and Adult Food Program (CACFP).
- All other duties as assigned.

Qualifications

- Minimum High School Diploma and Certification as a National Certified Recovery Specialist (NCRS) from the Illinois and Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA); Bachelor's degree preferred but not required. Candidates who do not have the required certification must be able to obtain within two years from the date 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 and understanding of recovery as it relates to behavioral health.
- Food and Sanitation License (or must obtain within 60 days of hire).
- CPR Certification (or must be able to obtain within 60 days of hire).
- Maintenance of a valid Illinois driver's license with no suspensions within the last three years prior to hire.
- Intermediate computer skills, including knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) and Google Workspace.
- Ability to communicate clearly verbally and in writing.
- Able to take direction, be prompt, take initiative, complete tasks as assigned, and be able to work effectively as part of a team that includes community stakeholders.
- Available to work a flexible rotating shift that includes mornings, evenings, overnights, and weekends; and open to work overtime based on the needs of the agency. Must be able to remain onsite until relief arrives.
- No history of child abuse or neglect.
- Commitment to the mission of Southside Center of Hope.

Physical Demands

- Must be able to walk up and down 2 to 4 flights of stairs without assistance during 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). This includes adequate near vision to permit examination of written information and prescriptions.

Personality Traits

Individuals most likely to succeed in this position generally possess the following personal characteristics:

- Ability to interact effectively and in a supportive manner with persons of diverse cultural, socioeconomic, and ethnic backgrounds.
- Attention to detail and ability to meet high standards of quality and accuracy.
- Ability to multi-task, handle a fast-paced environment, and complete tasks on time
- Act in accordance with rules, law, policies, and procedures and expects others to do the same.
- Possess a caring and compassionate demeanor yet be able to set and maintain boundaries with residence in recovery.
- Be able to conduct himself/herself in a calm and professional manner.

Job descriptions should not be considered all-inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from jobs and to assign other duties as necessary.