



## Job Description – Recovery Coach

**Reports To:** Program Manager

### **Duties and Responsibilities**

1. Develop Case Plan in conjunction with each new client. Follow up with weekly case plan reviews to assist client in reaching identified goals.
2. Maintain all resident files in a confidential manner and in compliance with HUD and HIPPA standards.
3. Interview clients to define level of need: personal and family reunification, finances, employment, food, clothing, housing, and substance abuse issues to determine nature and degree of problem. Work closely with program therapists.
4. Refer clients to mainstream services and other service organizations as needed.
5. Review progress toward goals with client concerning substance abuse.
6. Monitor residents' compliance with program guidelines and provide appropriate verbal and written warnings to those residents who are out of compliance.
7. Attend Old Pueblo Community Services weekly staff meetings, and meet with Supervisory staff as required.
8. Attend all required trainings.
9. Work closely with parole and probation offices.
10. Work closely with Health Home Care agencies.
11. Write letters to courts and other agencies for clients, as needed.
12. Other tasks as assigned

### **Qualifications:**

1. Bachelor's Degree or equivalent in work experience with a social service community organization.
2. Self-starter committed to a team approach, responsible and dependable.
3. Strong communication, administrative and interpersonal skills.
4. Strong computer skills - Advanced Microsoft Office skills required (Word, Outlook, Excel, and PowerPoint).
5. EHR experience helpful.
6. Advanced Microsoft Office skills required (Word, Outlook, Excel, and PowerPoint).
7. Valid Arizona driver's license, proof of auto insurance and reliable transportation.
8. Creativity and flexibility in assuming significant responsibility.
9. Experience working in racially, ethnically, and socio-economically diverse urban communities.
10. Ability to set priorities, meet deadlines and work flexible hours.
11. American Sign Language, Spanish speaking and/or Veteran a plus.