



Opening doors to
housing and recovery.

Job Description – Recovery Coach

Responsible for the engagement, needs assessment, support and coordination of care for individuals who have experienced chronic homelessness.

Reports To: Program Manager

Duties and Responsibilities

1. Complete Intake process and Behavioral Health Assessment as needed.
2. Develop Recovery Plan in conjunction with each new client. Follow up with weekly recovery plan reviews to assist and support client in reaching identified goals.
3. Maintain all resident files in a confidential manner and in compliance with HUD and HIPPA standards.
4. Interview clients to define level of need: personal and family reunification, finances, employment, food, clothing, housing, medical, mental health and substance abuse issues to determine nature and degree of problem.
5. Refer clients to mainstream services and other service organizations as needed.
6. Monitor residents' compliance with program guidelines and provide appropriate guidance to those residents who are out of compliance.
7. Attend OPCS weekly staff meetings, and meet with Supervisory staff as required.
8. Attend all required trainings.
9. Work closely with OPCS team, collaborators and other members of individuals support team, including Home Health Care agencies, parole and probation offices.
10. Write letters to courts and other agencies for individuals, as needed.
11. Other tasks as assigned

Qualifications:

1. Bachelor's Degree or equivalent in work experience with a social service community organization.
2. Demonstrated commitment to a Housing First approach.
3. Ability to use evidenced based practices including Harm Reduction, Trauma Informed Care and Motivational Interviewing.
4. Self-starter committed to a team approach, responsible and dependable.
5. Strong communication, administrative and interpersonal skills.
6. Strong computer skills - Advanced Microsoft Office skills required (Word, Outlook, Excel, and PowerPoint).
7. Excellent documentation skills using Electronic Health Record.
8. Advanced Microsoft Office skills required (Word, Outlook, Excel, and PowerPoint).
9. Valid Arizona driver's license, proof of auto insurance and reliable transportation.
10. Experience working in racially, ethnically, and socio-economically diverse urban communities.
11. Ability to set priorities, meet deadlines and work flexible hours.
12. Bilingual, Bicultural and/or Veteran a plus.