



**VOLUNTEERS OF AMERICA ALASKA
RECOVERY COACH II
POSITION DESCRIPTION**

Position Title: Recovery Coach II (RC II)
Reports To: Floor Counselor
Pay Range: \$18 - \$20 per hour; Full Time

Objective

The RC II is a staff member who is primarily responsible for maintaining a safe and healthy environment for the residents at the ARCH facility. The other main focus of this position is the involvement they have in the treatment process by helping clients implement change and achieve desired goals. This includes maintaining all safety issues, timely administration of medication (and/or facilitation of health issues), and completion of all shift documentation. This job entails working closely and communicating with Chemical Dependency Counselors, Mental Health Clinicians, Recovery Coach Assistants (RCA), and other Recovery Coaches to ensure that ARCH is an environment conducive to treatment through their involvement in the Recovery Team.

Essential Functions, Duties & Responsibilities

Behavior Management/Clinical

The RC II provides interventions and behavioral management within program guidelines and under direction of the supervisory staff. The RC II provides behavioral interventions to residents using such tools as setting clear boundaries and limits, enforcing program rules, the point system and implementing individual and group interventions under the guidance of supervisory staff. The RC II provides crisis intervention services as needed, within program guidelines, and with the supervision from a member of the treatment team. This position is responsible for knowing and using the ARCH program point system, and for seeking supervision from supervisors in matters of crisis or other circumstances that do not fall within the normal program guidelines. Each RC II will have the skills to use the social environment to bring about healthy behavior changes in the clients. This position provides input to the Floor Counselor regarding client behavior and critical incidents and maintains close communication with counselors, clinicians and supervisors to ensure a therapeutic environment.

The RC II is a member of an assigned Recovery Team that consists of one (1) Chemical Dependency Counselor, one (1) Mental Health Clinician and a number of clients. The RC II attends weekly Recovery Team meetings to assist in implementations of personalized interventions and processing clients progress in treatment.

Health and Safety

The RC II is responsible for maintaining a safe and healthy environment. The RC II oversees clients self-administering medication and documents this process in the staff log and medication log. This position is responsible for facility management during assigned shifts. This includes having knowledge and skills for the maintenance and orderliness of the physical environment. The RC II is responsible for maintaining the staff sight philosophy of the agency. She/he must remain on shift until they are relieved by staff and the mandatory staff client census (1:6) is established. The position is responsible for implementing emergency procedures when needed and conducting emergency drills as assigned, along with documenting the outcome of each drill they conduct.

Program Implementation

The RC II helps organize and participates in educational, vocational, and recreational programming as directed. They may be assigned to facilitate groups, prepare or oversee preparation of meals for clients, supervise client chores and provide services in the school, provide support services such as transportation in a company vehicle when necessary and for following the procedure to facilitate urinalysis testing. Additionally, the RC II are responsible for checking clients in and out of the ARCH facility conducting personal and room searches and are expected to participate in moderately physical activities with the clients (such as hikes, walks, etc).

Case Management

The RC II may also assist with case management during the short-term absence (i.e. leave) or unavailability of a primary counselor with the approval of their supervisor and/or the Clinical Director.

Documentation

The RC II is responsible for all required documentation and completes written client records and logs, per agency policy. The position is also responsible for the completion of group notes and the completion of Critical Incident Reports in accordance with agency deadlines.

Other Duties

The RC II adheres to the NAADAC code of ethics as well as the code of conduct for this agency. Adherence to the federal regulations mandated by HIPAA and 42 CFR part 2, and confidentiality requirements is required as outlined in agency policies and procedures.

All other duties as assigned

Knowledge, Skills and Abilities

- Bachelor's degree in the counseling field (or related).
- **OR**
- High School Diploma/G.E.D. and two years of experience in the behavioral health/substance abuse field.

- Has qualifications to be a Qualified Addiction Professional or Peer Support Specialist as defined by the State of Alaska. If not current, has documented plan on how this will be achieved within 3 years of hire.
 - Qualified Addiction Professional (QAP): Chemical Dependency Certification level II (CDC II) and/or National Certificated Addiction Counselor I (NCAC I)
 - Peer Support Specialist (PSS): The ability to self-identify as someone who has lived experience of recovery from mental illness and/or addiction.
- Has demonstrated competency as a Recovery Coach I, if applicable.
- Ability to make sound decisions based on information available.
- Excellent writing and communication skills
- Ability to work flexible hours (including days, evenings, weekend hours and Holidays.) Ability to safely transport clients in agency's vehicle if required.
- Ability to participate in recreational activities; such as hikes, and/or indoor/outdoor events with clients.

Working Conditions

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in office areas. Interacts with staff, consultants, and outside vendors. May be subjected to interruptions throughout the workday.
- While performing the duties of this job the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to lift up to 25 pounds. The vision requirement includes close vision; consistent sighting of clients.

Acknowledgement

Every effort has been made to identify the essential functions of this position. However, this job description in no way states or implies that these are the only duties you may be required to perform. The omission of specific descriptions of duties does not exclude them from the position if the work is similar, related or can be considered essential to this position.

I have read and understand this job description and fully understand the requirements set forth herein. I accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at-will; that my employment may be terminated at-will by Volunteers of

America Alaska or myself, with or without notice for any reason not expressly prohibited by law.

Printed Name of Employee

Signature of Employee

Date: _____