

## Job Description

**Job Title:** Recovery Coach (New Bedford Health/Police Departments)

**Pay Range:** \$17.17hr - \$23.99hr (40hrs/week)

### JOB SUMMARY

The Recovery Coach's role is to support individuals in recovery from a substance use disorder or those seeking to enter services. The Recovery Coach will serve as a role model, mentor, advocate, and motivator to recovering individuals in order to help prevent relapse and promote long-term recovery.

**Please Note: This is a grant funded position.**

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.*

- Maintain project logs, reports and records in appropriate file and databases. Provides needed reports to the Lead Evaluator and Project Coordinator.
- Assess and engage identified at-risk/vulnerable populations.
- Participate in Post Overdose follow- up activities.
- Provide education to service recipients for every phase of the recovery journey from pre-recovery engagement, recovery initiation, recovery stabilization, and sustained recovery maintenance.
- Assist recovering individuals in identifying their personal interests, goals, strengths and weaknesses regarding recovery. Promote self-advocacy.
- Identify barriers (internal and external) to full participation in community resources and developing strategies to overcome those barriers.
- Participate in naloxone, illicit and licit drug, cultural competency, recovery coach trainings.
- Train non-traditional first responders in naloxone administration, illicit and licit drug and cultural competency, as needed. Distribute naloxone.
- Participate in FR-CARA team meetings and quality improvement activities.
- Other duties as assigned.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- High school diploma or GED equivalent
- Three years of experience in substance misuse or a related field.
- Experience working with diverse populations

### **SKILLS AND KNOWLEDGE**

- Great Communication and organizational skills
- Experience working in Substance Misuse
- Proficient in Microsoft Office Suite
- Bilingual preferred

### **SPECIAL REQUIREMENTS**

- Criminal Offender Record Investigation (CORI) background check mandatory.
- Valid Driver's License

### **SUPERVISORY RESPONSIBILITIES**

This position has no formal supervisory responsibilities over Police Department employees.

This position receives general direction and supervision from the Police Chief of the New Bedford Police Department and/or his/her designee. Supervisors are responsible for signing performance reviews.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands or arms. The employee is required to walk and drive. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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*The City of New Bedford, MA is an Equal Opportunity Employer.*