



## ClearView COMMUNITIES

**Job Title:** Recovery Coach

**Reports To:** Senior House Manager

**Hours:** Full-Time, Part-Time, PRN (Non-Exempt)

**Salary:** \$16.00/hour

### **REQUIREMENTS**

An Associates Degree in a Social Service field or equivalent experience is required. Bachelors Degree preferred. Must be at least 18 years old and demonstrate competency in working with adults with chronic and persistent mental illness. They must have a valid drivers license and their own insured vehicle that meets ClearView's necessary liability coverage. Positively referenced relevant work experience. Residential experience preferred. Recovery Coaches must have excellent interpersonal skills and the ability to establish genuine, meaningful relationships with residents while taking into consideration the ethical and therapeutic boundaries therein.

### **POSITION SUMMARY**

The Recovery Coach (RC) focuses on assisting each resident in meeting his or her full range of goals expressed in the Individual Treatment Plan (ITP) including inside and outside work/chore opportunities as well as the opportunities for work, education, and social/recreational engagement found in Frederick, MD. In addition to assisting the residents with meeting their ITP goals, objectives and tasks, the RC also orients residents' development in a manner as consistent with ClearView Communities' Recovery Model. In addition to these intentional and scheduled interventions the RC responds, as assigned, to critical resident needs as they emerge.

### **DUTIES AND RESPONSIBILITIES:**

Recovery Coaches will be responsible for the following:

1. Acquiring an in-depth knowledge of each resident's Individual Treatment Plan in order to build on the relationships being developed in the community setting, enabling both resident and staff to be able to move forward together more successfully.
2. This is a 'hands-on' role; the RC works with, dines with, walks with, recreates with and talks with the resident in a manner that demonstrates his or her belief in and respect for both the successes and hopes of the resident as well as for his or her occasional despair and inability to meet challenges. The RC will encourage empowerment when communicating with residents, a sense of person-centered planning and self-determination; recognizes and encourages the resident to be a partner in their treatment and recovery.
3. Extends the interventional thinking of the ClearView Communities clinical team and applies coaching and motivational skills as assigned.

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Reviewed 6/2014, 8/2016, 4/2017, 9/2018, 8/2019



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4. Uses motivational interviewing as a tool to promote residents' involvement in their treatment and recovery.
5. Assists in planning and working with the residents to meet the daily objectives of the program structure including meal preparation, house chores, etc. and meets weekly with the residents and staff team to review/revise the daily structure; participates in House Meetings and facilitates the utilization of the decisions made prior to and therein.
6. Assists with assuring that residents are tending appropriately to their personal hygiene, room cleanliness, and cleanliness of common areas.
7. Assures that the health and safety of each resident is a priority and addresses health and safety concerns as they emerge. (Never hesitates to call 911 in an emergency.)
8. Will be available during on-shift hours to assist in setting up and sometimes transporting residents to CVC groups and off-site appointments as needed.
9. Assists in the supervision of self-administration of medications as directed by the Clinical Director and Senior House Manager.
10. Documents progress, interventions, and any behaviors while on shift with a resident in the designated electronic medical record (EMR).
11. Completes incident reports as needed in the event of an emergency and communicates directly to the Administrator on Call (AOC).
12. Attends staff meetings and trainings as assigned. When not available for staff meetings, RC will follow up with staff meeting minutes recorded in the EMR to ensure compliance and communicates directly for the clarification or re-scheduling with their Senior House Manager.
13. Performs other duties as assigned and follows the principles and policies of the organization as per its Policies & Procedures Manual.

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