



## **JOB DESCRIPTION**

**Title:** Recovery Support Specialist  
**Classification:** Full-Time or Part-Time/ Non-Exempt  
**Reports To:** Recovery Support Coordinator

### **Overview**

POWER's mission is to help women reclaim their lives from the disease of addiction to alcohol and other drugs, and to reduce the incidence of addiction in future generations. We are an agency committed to providing quality gender-responsive, trauma-informed treatment and recovery supportive services to women with substance use and co-occurring disorders.

The Recovery Support Specialist, who is a member of the Treatment Team, provides recovery supportive services and on-site supervision for the residents of POWER Halfway House for all shifts, and is responsible for maintaining a therapeutic and safe environment for clients in a manner that reflects POWER's mission to be gender-responsive and trauma-informed.

### **Essential Duties & Responsibilities**

- As a member of the treatment team, using a strength-based and trauma-informed approach, works collaboratively with the clients and other treatment team members (internal and external) to help support clients in their treatment and recovery.
- Functions autonomously and uses appropriate judgment in problem solving of day-to-day, as well as crisis situations, utilizing on-call clinical staff or supervisory support when appropriate.
- Facilitates and helps coordinate daily routine activities at POWER House (PH) during the course of the assigned shift in a way that provides consistency and support to clients to help them succeed. This would include being knowledgeable of the daily schedule and being prepared to assist any external providers/volunteers providing groups/activities for the residents.
- Assists PH clients to understand and comply with PH expectations and assignments using a collaborative and strength-based approach.
- Provides verbal change of shift report to oncoming staff that includes new admissions, discharges, medication issues, and other relevant information to ensure continuity of care.
- Maintains daily written documentation of each client's activities, attitude, behavior and progress in Shift Log and individual chart, if needed; and consistently reads log. Uses email communications as needed.
- Oversees and accurately records client self administration of medication per policy. Communicates medication issues in a timely and effective manner to the treatment team.
- Facilitates/attends in-house Community Meetings, Meditation, Gratitude, Physical Activity, Education Sessions and other related in-house meetings or groups as scheduled. Provides coverage for front desk as needed.

- Monitors residents' daily chores and works collaboratively with residents to strengthen their skills and ensure proper housekeeping standards are met.
- Conducts and records routine room and whole house inspections at least once per shift and addresses issues as needed.
- Helps keep the facility clean and tidy and reports needed repairs.
- Conducts and records fire drills per policy.
- Checks and records refrigerator/freezer temperatures, and takes appropriate action when appliance is not working correctly.
- Provides transportation for residents to outside AA/NA meetings, doctor appointments, DPA office visits and other appointments as needed.
- Supervises visits of residents' family and friends according to agency policy and procedure.
- Assists residents with menu planning and supervises meal preparation, food handling and storage.
- Conducts random and as needed drug testing on clients per policy.
- Assists with admissions and discharges of PH clients per policy. Includes cleaning rooms and packing client belongings at time of discharge.
- Completes all documentation requirements.
- Participates in staff development and training, and meetings as required.
- Is knowledgeable about and remains in compliance with internal and external policies, procedures, regulations, and standards; including, for example, all of POWER's policies and procedures and Quality Assurance Plan, DDAP requirements, State Licensing standards, County Monitoring requirements, and managed care regulations.

### **Requirements**

- High school diploma or GED and one year experience working with addicted women.
- Knowledge and understanding of addiction and the 12-Step Programs.
- A valid PA driver's license with minimum of five years legal driving experience.
- Certified Addiction Counselor and/or Certified Recovery Specialist preferred.
- Experience in a women-centered treatment environment or with gender-responsive care preferred.
- Effective interpersonal and engagement skills.
- Good communication skills, both written and verbal.
- Value for and ability to deliver excellent customer service.
- Strong organizational and time-management skills.

- Basic computer skills and understanding of how to use email; experience with EMR system a plus.
- Personal recovery experience not required, however, knowledge of recovery support systems and 12-Step programs preferred. (If in recovery, a minimum of 5 years of personal recovery is required.)
- Willing to be on-call as needed and has availability and willingness to work any shift to meet needs of clients and staff.
- Self-directed and flexible to meet the needs of administration and management, and ability to manage multiple tasks.
- Understand and support a trauma informed system of care.
- Model and support clients and staff in health and wellness activities and with using healthy coping skills.
- Support organization’s mission with a sensitivity of cultural diversity and workplace harmony.
- Ability to secure Act 33 and 34 clearances.

**Working Conditions**

- Working in POWER’s various offices and on various shifts.
- Ability to go up and down several flights of steps 2 – 3 times a shift and as needed and lift light boxes of supplies.
- Ability to work the hours necessary to complete the work.

**Disclaimer**

- Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.
- This job description reflects management’s assignment of essential functions; it does not restrict or prescribe the tasks that may be assigned.
- Critical features of this job have been described in the narrative. They may be subject to change at any time due to reasonable accommodation or other reasons.

***POWER is an equal opportunity employer and provider***

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_