

**Tri-County Board of Recovery and Mental Health Services  
Position Description**

**Job Title:** *Recovery Home Coordinator* (*Position assigned to Community Housing agreement*)  
**Reports To:** Site Manager  
**FLSA Status:** non-exempt  
**Prepared By:** Mark McDaniel, Executive Director  
**Prepared Date:** May 1, 2015

**Summary** *The Recovery Home Coordinator facilitates the delivery of programming to and provides oversight of the individual's residing in the recovery home.*

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Assists the Site Manager in overseeing the operations of the recovery home and in assuring that the facility is in good repair, is safe and maintains high quality programming.

Actively participates in residential intake, discharge and care plan development.

Assures that all residents adhere to program and policy requirements and will routinely log outcomes and participation. Will work diligently to create a safe drug and alcohol free environment in which the residents can work towards their personal recovery.

Maintains a team approach through communication, documentation, following policies and planning with facility staff. Will participate in assigned trainings and team development meetings.

Will assist residents in obtaining food.

Participates in Community Housing's meetings as requested.

Will assist the Site Manager in maintaining appropriate certifications and licenses for the facility.

Will assist in the completion of report for grants, funding, referral sources, etc. in a timely and professional manner.

Will work closely with community mental health and addictions staff to promote high quality and effective services by strategizing and promoting communication and cooperation.

Maintains professional and technical knowledge by attending educational workshops, meetings and conferences.

Will inform Site Manager, Director of Community Housing and Maintenance staff of repairs or updates needed in the facility.

### **Supervisor Responsibility**

There are no staff supervisory responsibilities with this position.

### **Qualifications**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

### **Education and/or Experience**

Two to four years related experience or equivalent combination of education, training and experience is required. An understanding of recovery and recovery based programming with chemical dependency is helpful.

### **Language Skills**

Ability to read, analyze and interpret correspondence from referral sources and other service providers. Ability to correspond professionally with external agencies. Ability to adequately log and document client outcomes and daily activities. Ability to effectively communicate with Site Manager, Community Housing Director and staff.

### **Mathematical Skills**

Ability to apply basic mathematical operations to such tasks as average length of stay, frequency of events/appointments, rent or other similar calculations, staff hour scheduling and leave reports, referral reports and other similar communications.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written, mathematical or diagram form and deal with several abstract and concrete functions.

### **Certificates, Licenses, Registrations**

Current drivers license. Other certificates/licenses that may become necessary to perform the essential duties of the position.

### **Physical Demands**

*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 regularly required to sit; use hand to finger; handle, or feel; and talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee

must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision requirements of this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

*The work environment characteristics 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.*

The noise level in the work environment is usually moderate. Will be working in a facility environment with multiple individuals; should be aware of proper food preparation and storage, safety and health issues, prevention and intervention with insects (i.e. bedbugs). While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock.