

## Recovery Coach Job Description

**Project:** Recovery

**Position:** Recovery Coach

**Reports To:** Lead Recovery Coach

**FLSA:** Non-Exempt hourly

**Job Type:** Full-time

**Pay:** From \$17.00 per hour

**Schedule:** Monday to Friday

Comprehensive benefits package offered

Application Deadline: Open until filled

### Our mission

The mission of the Grand Rapids Red Project is to improve health, reduce risk and prevent HIV in the greater Grand Rapids metropolitan service area. More specifically, we seek to provide access to the knowledge, tools, information, and support that people need to stay healthy, and we view this as a fundamental human right. We accomplish our mission through providing direct client service delivery and advocacy. Programming consists of a syringe access program, overdose education and naloxone distribution, PrEP navigation, HIV and Hepatitis C testing and linkage to care, HIV case management, tobacco use reduction, recovery coaching, community outreach, and support groups.

### Essential Duties and Responsibilities

- Assess clients for readiness to engage in service delivery outside the scope of syringe access
- Provide options for clients to improve their health and well-being, including but not limited to basic needs, methadone maintenance, suboxone, drug treatment, physical and behavioral health, food, shelter, support groups, and counseling
- Assist clients in identifying options that work well for them, and walk through the referral process in accessing services
- Work with clients to set goals for achieving any positive change as one defines for themselves, assess progress in achieving goals, and redefine goals if necessary in a client-centered manner
- Work with clients to remove barriers to achieving any positive change
- Maintain accurate documentation for programming
- Attend regular programmatic meetings with community partners
- Assist in service delivery and creating a supportive environment through the syringe access program, in which recovery is an individually defined concept, and all paths towards it are encouraged
- Drive and operate Mobile Health Unit(s) to provide service delivery as needed

- Share personal recovery journey as needed
- Facilitate overdose education training(s) to community partners and members in group settings as needed
- Promote Red Project service delivery
- Maintain a presence at community events reaching at-risk populations
- Network with at-risk populations
- Network with the professional community reaching at-risk populations
- Develop partnerships with service providers to reach at-risk individuals
- Maintain provider relationships with community partners
- Recommend program improvements and innovative strategies to reach at-risk populations as needed
- Additional responsibilities as assigned

### **Skills and Experience**

- Lived experience with substance use and recovery programs
- Minimum of 2 years experience (paid, volunteer, or community-based) in a substance use environment
- Outreach experience preferred; ability to work efficiently and effectively in a street outreach environment
- Ability to work efficiently and effectively in a professional environment
- Ability to create meaningful connections with people who actively use substances utilizing a harm reduction strategy
- Ability to engage clients in a client-centered manner and create effective referrals
- Extensive knowledge of HIV/HCV/STD infection, transmission, and prevention; overdose prevention and response; trends in cumulative supply distribution and drug culture
- Knowledge of community resources and referrals related to HIV, Hepatitis C, substance use, general healthcare, and basic needs
- Excellent verbal and written communication skills with diverse groups and individuals, including strong interpersonal and organizational skills
- Computer/technology proficiency, including Google and Microsoft Suites
- Ability to work independently with minimal supervision in a high volume, fast paced environment, as well as work under supervision and carry out assigned tasks
- Must possess reliable transportation
- Bilingual (English/Spanish) preferred

### **Critical Qualities**

**Confidentiality:** Maintaining the highest degree of privacy with clients and organizational information

**Motivation:** Taking initiative and following a project through to completion, and able to identify needs and achieve results

**Organization:** Able to prioritize needs, goals, and objectives; strong attention to detail, accuracy, and reliability; managing multiple projects while still achieving desired outcomes

**Teamwork:** Capable of working with many different personalities; vocalizing needs while still putting self behind the needs of the group and organization; enhancing and supplementing the skills and abilities of others

**Problem Solver:** Capable of thinking on the spot to resolve problem situations as they arise; able to identify root causes, assess relevant information, identify a range of options, and make recommendations for the resolution of problem situations

**To Apply:**

Send your resume and cover letter, explaining your qualifications and experience, to [joshua@redproject.org](mailto:joshua@redproject.org). In the cover letter, please answer the following questions:

- What is your understanding and perspective on harm reduction?
- How do you define recovery?
- How do you see recovery fitting into syringe access programs?
- Tell us about your recovery story.
- Tell us about your professional experience and how it relates to being a Recovery Coach.
- What change would you like to make in the community?

**People with a criminal record are encouraged to apply**

*Job description updated 05/03/2024*