

THE BRIDGE BEHAVIORAL HEALTH

Policy #106

TITLE: Recovery Support Specialist – Substance Abuse
REPORTS TO: Program Director, TASC Program

The Bridge Behavioral Health shall not discriminate in hiring of qualified individuals regardless of race, color, religion, gender, national origin, protected age, disability, veteran status, marital status or pregnancy.

RESPONSIBILITIES: This position will address identified gaps in the system, crossing multiple levels of care resulting in expansion of an array of services by minimizing wait lists. The purpose of the Recovery Support-Substance Abuse service will be to allow those who have diagnosed substance problems the opportunity to live independently, attain and sustain gainful employment and higher quality of life while supporting recovery through the continuation of treatment goals and objectives to include prevention and intervention related to external and internal stressors that increase the risk of relapse.

DUTIES:

1. Maintain caseload of 40 consumers (one contact per month for two years) with primary substance abuse and co-occurring disorders.
2. Provide peer counseling and support to promote hope, build empowerment, advocacy, and problem solving skills.
3. Provide guidance and encouragement to clients to take responsibility and actively participate in recovery.
4. Assist in the provision of ongoing assessment of clients' substance abuse recovery and clients' response to treatment.
5. Monitor resources, needs and coordinate the revisions and adjustments of an individualized, goal oriented service plan for each client.
6. Assists clients in maintaining objectives and maximizing independence and community integration through on site support, advocacy, modeling and training in use of personal and community resources.
7. Provide education and support for symptom management, relapse prevention and other interventions.
8. Assists in maintaining and utilizing community supports.
9. Participate in an on-call rotation to provide 24 hour individualized care.
10. Participate in weekly staffing supervision meetings with collaboration partners.
11. Be an active participant in community meetings.
12. Increase job knowledge through involvement with in-service trainings and educational trainings appropriate for the position.
13. Participate in appropriate and prompt record keeping promoting individualized care and community integration.
14. Transport clients as needed using personal vehicle.
15. Other duties as assigned.

MINIMUM QUALIFICATIONS: Bachelors degree or an equivalent of three to five years experience in human service related field. Prefer person who has been a recipient of substance abuse services and has demonstrated an ability to maintain sobriety. Possess skills needed to work with broad range of individuals (gender, race/ethnicity, substance abuse and mental health patients, family members, other professionals). Must be able to work independently and as part of a team, have good organizational skills and be available to participate in an on-call rotation. Knowledge of human service/social service network preferable.

NECESSARY SKILLS:

1. Ability to communicate effectively both verbally and in writing
2. Initiative to identify needs and solutions
3. Ability to manage multiple tasks in a timely manner
4. Must be able to demonstrate the ability to work with and relate to persons of multiple ethnic, racial, cultural and varied economic backgrounds

(Executive Director)

(Date)

(TASC Program Director)

(Date)

(Employee)

(Date)