



Recovery Residence Support Staff

Qualifications

1. Empathy with individuals with substance use disorders.
2. Knowledge of resources for substance use disorder treatment services.
3. Demonstrated ability to facilitate meetings or group activities.
4. Ability to communicate in writing and verbally.
5. Knowledge of legal confidentiality requirements.
6. Ability to present a professional image in the community.
7. Ability to perform case management and administrative duties.
8. Demonstrated excellent interpersonal skills with peers, supervisors, and organization authorities.
9. If a person in recovery, a minimum of two years continuously active in a program of recovery and a minimum of one year out of formal treatment services.

Education

1. Completion of, or enrollment in, SUD education courses to meet all registration or certification needed.
2. General knowledge of 12-Step recovery and other self-help/social support groups.

Responsibilities and Competencies

1. Evaluation and Crisis Management – with clients presenting in crisis, under-the-influence, and/or with behaviors that would indicate a return to use or relapse.
2. Referral – Knowledge and ability to identify/complete/and follow up on appropriate other agencies/resources as appropriate to meet client needs.
3. Conduct Intake/Exit Interviews – Review client applications and facilitate placement into Recovery Residence.
4. Monitoring – Ability to conduct house checks on regular basis to insure harmony and compliance of Recovery Residence rules.
5. Administrative Responsibilities – Including but not limited to documentation of activities, correspondence, and filing.
 - a. Documentation for groups, case management, progress reports, etc.
 - b. Maintain daily statistical reports.
 - c. Review individual action plans to confirm accuracy and compliance with client agreements.
6. Perform Other Office and Community Activities – As may be required to support client action plans and recovery residence needs.
7. Other duties as assigned.