



# Granite Wellness Centers

Recovery Residence Coordinator – Page 1

## Job Description

<b>POSITION:</b>	<b>Recovery Residence Coordinator</b>
<b>STATUS:</b>	<b>NONEXEMPT</b>
<b>SCHEDULE:</b>	Variable days and shifts, up to 40 hours per week.
<b>SUPERVISOR:</b>	Compliance Manager, their designee, and/or CEO

***The mission of Granite Wellness Centers is to promote wellness and quality of life.***

Recovery Residence programs provide a balanced environment to support continued self-improvement and a solid foundation in recovery. Our goal is to encourage the development of life-long skills to achieve long-term recovery and wellness, and tools to live a meaningful, productive, and rewarding life. This position requires a detail-oriented individual with leadership skills and a passion for helping others recover from a substance use disorder. Under the direction of the Recovery Residence Manager or their designee, the Recovery Residence Coordinator provides support to clients seeking to establish stable long-term recovery from a substance use disorder from the time they apply for entry into the program to program completion, or transition to housing in the community.

### **Responsibilities and Competencies:**

1. Conduct program entry and exit procedures, maintain statistical information and census for each location.
2. Provide counseling, evaluation and crisis management, referrals to other agencies as appropriate.
3. Support residents to develop and maintain recovery plans
4. Ensure clients receive referrals to permanent housing, job placement, legal, educational and medical support as needed.
5. Conduct house Checks and coordinate daily housekeeping tasks, ensure house meetings are conducted regularly.
6. Ensure random drug tests are performed as needed.
7. Administrative functions include charting, stats, caseloads, reports.
8. Collaborate/Coordinate funding and placement per county contracts.
9. Provide information to Recovery Residence Manager regarding maintenance and upkeep of houses.
10. Engage with other Recovery Residence Manager to ensure transition between programs.
11. Effectively handle emergency and crisis situations as they arise.

### **QUALIFICATIONS: .**

1. Empathy for people with substance use and mental health disorders.
2. Knowledge of resources, methods, and techniques for pre-sobriety and early recovery addiction counseling.
3. Experience in teaching and group facilitation.
4. Demonstrated ability to lead and control groups.
5. Ability to communicate in writing and verbally.
6. Knowledge of legal confidentiality requirements.
7. Ability to present a professional image to the Community.
8. Ability to perform case management and administrative duties.
9. Demonstrated excellent interpersonal skills with peers, supervisors, and organization authorities.

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**♦ www.granitewellness.org♦**



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10. If a recovering person, a minimum of two years continuous sobriety and active participation in a program of recovery.

### **EDUCATION:**

1. General knowledge of chemical dependency, recovery programs and principles.
2. Ability to complete trainings provided by agency.

### **SUPERVISION:**

Clinical Supervision will take place every 6 months. The supervisee is responsible for identifying appropriate material to bring to supervision and preparing in advance to maximize evaluation time. Supervision will work in accordance with Granite Wellness Centers Policy 100.56 Clinical Supervision

### **BENEFITS:**

GWC offers, Vacation Leave, Sick Leave, Holidays, Retirement Plan, Health and Dental Insurance to eligible employees, while providing an opportunity to work with a dynamic, innovative, and integrated team comprised of a diverse group of professionals.

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