

JOB DESCRIPTION

St. Martin de Porres House of Hope

Title: Recovery Support

Reports To: Recovery Home Manager

JOB SUMMARY:

St. Martin de Porres House of Hope is a highly structured, supportive; community-based 12-18-month residential program for women, and their children, who are in recovery from substance use addiction.

Recovery Support Staff may use their own success in recovery to serve as role models as they supervise the House and interact with the residents and their children. He/she is responsible for the overall safety and security of residents and the facility during their shift. St. Martin de Porres House of Hope is an Equal Opportunity Employer.

JOB RESPONSIBILITIES:

1. Complete orientation with all new residents upon arrival.
2. Facilitate 12-step and relapse prevention groups.
3. Help residents achieve recovery goals and objectives by coaching and guiding residents in resolving problems and acquiring skills for living sober lifestyle.
4. Monitor residents for compliance with St. Martin de Porres House of Hope's expectations, rules and regulations.
5. Transport residents to and from appointments and meetings.
6. Document activities to ensure ongoing maintenance of records and reports (i.e. communication log, end of shift report, incident reports).
7. Conduct drug testing.
8. Provide child care to residents and teach effective parenting skills.
9. Cook and serve meals.
10. Monitor residents self-administer and refill medication.
11. Answer the phone and doors.
12. All other duties as assigned by the Supervisor or Executive Director.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Thorough knowledge of addiction self-help programs including the "12 step" philosophy and practice.
2. Communicates well verbally and in writing.
3. Able to teach in a mentoring situation with patience and courtesy.
4. Able to practice effective interpersonal conflict resolution and de-escalation techniques.
5. Maintain strong and healthy boundaries.
6. Proficient at time management and organization including the ability to prioritize and multitask.
7. Knowledge of street culture and the methods and strategies used by street-wise individuals to obtain services.
8. Work as a member of a team.
9. Understand and practice self-care.
10. Demonstrate professionalism, including the understanding and practice of professional ethics.
11. Is familiar with common feminine health issues and is sensitive to cultural and ethnic taboos and teachings related to gender.
12. Able to assist individuals with non-emergency medical conditions, and speak frankly but sensitively about sexual health and safety.
13. Knowledge of theories, principles, and practices in the field of addiction and recovery and understand the relationship between abuse and substance use for women.
14. Ability to maintain calm demeanor when faced with challenging behaviors.

QUALIFICATIONS:

November 2017

- High School Diploma and CADC required; Associate degree in addiction studies, psychology or social preferred.
- Minimum two years of substance abuse/human services/peer recovery experience (life experience considered); have a working knowledge of addiction and recovery, understand the 12-step process, and have compassion and a sense of humor.
- Valid driver license with no suspensions in effect in the previous three (3) years prior to hire.
- Strong computer skills; and strong verbal and written communication skills.
- Must be available to work a flexible rotating shift that includes evening, overnights and weekends.

PHYSICAL REQUIREMENTS:

- Must be able to walk up and down between two to four flights of stairs without assistance every 30 minutes during course of an 8-hour shift.
- Must be able to stand and sit for extended periods of time.
- Must be able to lift a maximum of 20lbs.
- Must be able to squat, bend over, lift arms overhead, sit and stand repeatedly during shift.
- Vision and hearing capability (with correction), to see possible intruders, unusual noises as well as close identification of possible tampering of written information for prescriptions.