



JOB TITLE: Recovery Specialist
DEPARTMENT: CRU
CLASSIFICATION: Non-Exempt

REVISED: 2/2023

POSITION DESCRIPTION

SUMMARY:

The Recovery Specialist is an at-will position that reports to the Director of the Crisis Residential Unit. This position will work with a recovery oriented multi-disciplinary team in developing and implementing recovery strategies that support alternatives to psychiatric inpatient hospitalization. The Recovery Specialist will partner with individuals/families to provide hope, encouragement, support, self-determination, and connection to the community by facilitating the recovery partnership/community linkages.

ESSENTIAL JOB FUNCTIONS:

- Use recovery coaching to maximize the opportunity to create recovery partnerships and a recovery environment
- Provide coaching and support to other members of the team
- Promote a No-Force-First environment that supports the recovery pathways
- Provide short-term recovery-oriented therapeutic counseling
- Partner with other provider agencies in the coordination of care to help participants achieve wellness, including partnering with the Follow up Specialist in completion of recovery-oriented discharge/accomplishing plan
- Advocate for the needs and rights of every person served
- Work in collaboration with the leadership team to support the day-to-day operations of the CRU
- Serve as navigator of services for individuals served by creating a recovery opportunity for individuals served
- Develop a strength-based recovery plan (aka IPOS) utilizing person-centered planning principles, which contain goals and objectives; completed within 24 – 48 hours of admission
- Partner with individuals served in writing their own progress notes that reflect their recovery plan
- Ensure daily progress notes reflect the recovery plan
- Provide psychoeducation to people served and their significant others
- Provide accurate and timely documentation of case records
- Complete service activity logs, discharge summaries, and continued stay reviews in accordance with departmental standards
- All electronic or hard copy documents are complete, accurate, and signed prior to end of shift
- Adhere to established Quality Improvement Indicators
- Comply with attendance and punctuality policies, as well as all other Common Ground policies and procedures

RELATED JOB FUNCTIONS:

- Participate in welcoming of new guests
- Assist in creating and maintaining a recovery oriented/supportive environment for people served as well as co-workers
- Focus on the strengths and needs of the person/families served
- Participate in training and orientation of new staff and interns
- Promote a team environment
- Perform other job-related duties as assigned

SUPERVISION: None

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- Current behavioral management and de-escalation techniques
- Community resources
- Basic intervention skills



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KNOWLEDGE OF: (cont.)

- Recovery oriented systems of care
- Trauma-informed care

SKILL TO:

- Type, enter data and file efficiently
- Operate office equipment
- Interact well with departmental staff and individuals being served
- Work independently and apply critical thinking/decision making skills
- Demonstrate proficiency in relevant software and applications (i.e. Microsoft Word, Excel, PowerPoint and Outlook)

ABILITY TO:

- Relate to a diverse population which includes a variety of age, economic and educational backgrounds
- Understand and follow verbal and written instructions
- Communicate effectively, both verbally and in writing
- Apply trauma informed principles and values with knowledge, decisions, and treatment of all people served
- Work with a multi-disciplinary team successfully
- Manage violent or potentially violent situations in a safe, calm and caring manner

REQUIRED EDUCATION AND EXPERIENCE:

- Master of Social Work or master's degree in Human Service field
- Professional licensure in the State of Michigan
- Certification of one of the following:
 - CAC-R Certified Addiction Counselor IC&RC Reciprocal
 - CAAC Certified Advanced Addiction Counselor
 - CCDP Certified Co-occurring Disorder Professional
 - CCDP-D Certified Co-occurring Disorder Professional Diplomat
- All Limited License Master Social Workers (LLMSW), and Limited License Professional Counselors (LLPC) must receive their permanent license (LMSW, LPC) within 5 years from the issue date of the original limited/temporary license as published in the State of Michigan LARA system in order to continue their employment
- Minimum of 1 year of experience in a recovery-oriented services for adults with mental illness and co-occurring developmental disabilities and substance use disorders

ESSENTIAL REQUIREMENTS:

Physical Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Environmental Working Requirements:

Work is done in a crisis center with exposure to computer screens. Assignments may require work to be done on an individual basis or in teams with members at various staffing levels. The work environment is that of a crisis center and may subject staff to behavioral and medical events that could be physically hazardous.



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ESSENTIAL REQUIREMENTS: (cont.)

Other Requirements:

The ability to work various shifts to meet individual’s needs; Local travel required and use of personal vehicle during work hours.

The agency may in its sole discretion fill this position on a full-time, part-time, or contingent basis with the individual best fit to perform the essential functions of the job. The above statements describe the general nature and level of work performed by employees assigned to the title. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Employees in this title are subject to a background check.

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

Employee Signature

Date