

**PRO-ACT- Recovery Community Center
RECOVERY SPECIALIST JOB DESCRIPTION**

Title: Recovery Specialist

Classification: Full and Part-Time Positions Available; Exempt

Hours: Evening and Weekend hours are required.

Salary Range: \$24,500 - \$32,500 (Full-Time Range)

Job Description:

The Recovery Specialist is an individual whose role it is to support others in recovery from a substance use disorder. The Recovery Specialist will serve as a role model, mentor, advocate and motivator to recovering individuals in order to help prevent relapse and promote long-term recovery. The Recovery Specialist must demonstrate an ability to share personal recovery experiences and to develop authentic peer-to-peer relationships. Consequently, the Recovery Specialist must hold the following beliefs and demonstrate the following qualities:

- A personal belief in recovery
- A genuine hope and optimism that their peers will succeed
- A sincere interest in the welfare of their peers, including the ability to see each person as a unique individual
- A willingness to share their own recovery experience
- An ability to flexibly engage people based on their level of receptivity and individual needs, acknowledging that even the same person may need different types of peer-based services at different points in their recovery process.
- You must be a Philadelphia County resident to be eligible for this position.

The Recovery Specialist will be employed by PRO-ACT, (Pennsylvania Recovery Organization- Achieving Community Together). PRO-ACT is a grassroots advocacy initiative founded to promote the rights of- and ensure opportunities for- those still suffering from the disease of addiction, members of the recovery community, and their family members who wish to advocate in southeastern Pennsylvania.

Qualifications:

In order to apply for the position of Recovery Specialist, an individual must have:

- a high school diploma/G.E.D.
- worked within the last three years with at least 12 months total of successful full or part-time paid or voluntary work experience or have 24 credit hours of post secondary education in the past three years.
- at least 2 letters of recommendation.
- an understanding of and respect for each individuals' unique path to recovery.
- a working knowledge of the drug and alcohol treatment system.
- a demonstrated commitment to the recovery community.
- a willingness to participate in a face-to-face interview.
- residency in Philadelphia County.

Duties and Functions:

1. Recovery Education

- a. Provide recovery education for every phase of the recovery journey from pre-recovery engagement, recovery initiation, recovery stabilization, and sustained recovery maintenance.
- b. Provide vision driven hope and encouragement regarding opportunities for varying levels of involvement in community based activities (e.g., work, school, relationships, physical activity, self-directed hobbies, etc.).
- c. Provide a model for both people in recovery and staff by demonstrating that recovery is possible.
- d. Educate professional staff about the recovery process, the damaging role that stigma can play in undermining recovery.

2. Assist Peers to Assess Unique Strengths and Abilities

- a. Identify Recovering Persons' abilities, strengths and assets (both internal and external) and assist them to recognize these strengths and use them to achieve their goals.

3. Community Integration and Recovery Goal Development and Planning

- a. Assist recovering persons to identify their personal interests and goals in relationship to recovery and to "getting the life they want" in the community.
- b. Assist recovering persons in developing their own plans for advancing their recovery.
- c. Assertively support connections to community based, mutual self-help groups.

4. Promote Self-Advocacy

- a. Assist recovering persons to have their voices fully heard and their needs, goals and objectives established as the focal point of rehabilitation and clinical services.
- b. Support recovering persons to identify their area of need for professional supports and services.

5. Assertive Linkage to Professional Assessment/Treatment Services

- a. Link individuals to appropriate professional resources when needed.

6. Identify Community Resources

- a. Identify community resources (communities of recovery, educational, vocational, social, cultural, spiritual resources, etc) that support the recovering person's goals and interests. This will involve a collaborative effort including the recovering person, as well as agency staff and other relevant stakeholders.
- b. Identify barriers (internal and external) to full participation in community resources and developing strategies and with other stakeholders work to overcome those barriers.

7. Community Liaison

- a. Develop relationships with community groups/agencies in partnership with others in the agency.

8. Connect Persons to Community Resources

- a. Discuss with recovering persons possible matches and opportunities between their interests and community resources.
- b. Link recovering persons to sponsors, self help and mutual support groups that exist in the community.
- c. Visit community resources with recovering persons to assist them in becoming familiar with potential opportunities.
- d. Teach recovering persons, in real world settings, the skills they need to successfully utilize community resources.
- e. Coach recovering people in the independent use of community supports.

9. Recovery Planning

- a. Facilitate (via personal coaching) the transition from a professionally directed service plan to a self-directed Recovery Plan. The goal should be to transition from professionally assisted recovery initiation to personally directed, community supported recovery maintenance.

10. Long-term Engagement, Support, and Encouragement

- a. Maintain contact by phone and/or e-mail with recovering person after they leave the program to insure their on-going success and to provide re-engagement support in partnership with others in the agency if needed.

Applications should be submitted to:

Kyra Turner
801 Market Street, 7th Floor
Philadelphia, PA 19107
215-546-1200 X4765
kturner@pmhcc.org

Deadline: The *final* deadline for all applications is **Friday, December 21, 2007**
by 2:00 PM.