

## **D&A Certified Recovery Specialist (Field Based)**

CLASSIFICATION: Field Based  
D&A Certified Recovery Specialist  
FLSA STATUS: Non-Exempt

DEPARTMENT: Case Management  
EMPLOYMENT STATUS: Part-time/Casual  
HOURS OF WORK: Up to 18.75 Hours/Week

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### **OVERALL OBJECTIVE OF JOB**

This position is responsible for providing D/A Recovery Specialist services to an assigned caseload of individuals with substance abuse or addiction related issues, or co-occurring substance abuse and mental illness in need of outreach, mentoring, and peer support and guidance, at all stages of the recovery process. A D/A Recovery Specialist assists consumers, in a target population of 18 years of age or older, in recovery and enhancing wellness by offering ongoing supports and assistance thus promoting and encouraging long term recovery. A D/A Recovery Specialist offers resource information and referral and will work closely with participants before, during, and after their treatment experiences to support and encourage them in their recovery, to promote understanding and successful navigation of the service system, and to promote linkage and connection to other service and support systems such as educational opportunities, public services, employment and vocational skills, etc. Overall objective of the position is to assist participants in achieving and maintaining stability in their recovery and reducing the need for more intensive and restrictive levels of treatment care.

This position will be part of a collaborative team that includes the individual, a Field Based D/A Case Manager and either a local D/A Outpatient or Methadone Maintenance Therapist. This team will meet regularly to identify potential individuals in need of case management and recovery specialist services, and to coordinate ongoing services to individuals active in the program. This coordination will include level of care determination discussions, collaboration of service/treatment planning, and clear role identification of objectives to promote success and avoid duplication.

Recovery Specialist services should supplement and extend the therapeutic and recovery process. The service is a non-clinical support service designed to promote wellness in individuals initiating and maintaining long term recovery from substance abuse disorders. Work involves assisting individuals in self-identifying personal goals for recovery, assisting individuals in determining the steps to reach their recovery goals, and promoting empowerment and self-sufficiency.

### **ESSENTIAL FUNCTIONS OF JOB**

- Delivers D/A Recovery Specialist services to an assigned caseload within appropriate environments including but not limited to: home, community, educational, and treatment/program settings, utilizing a strengths-based approach.
- Offers assistance, advocacy, and guidance on the recovery experience to assigned cases, including stage appropriate recovery education.
- Provides recovery coaching to individuals, including assistance with the development of a Recovery Plan which is distinctly different from the Treatment or Case Management Plan.
- Offers support and assistance related to identifying and overcoming obstacles to achieving and maintaining sobriety and/or completing treatment, that are often encountered during the early stages of recovery.
- Facilitates access and referrals to various community resources to ensure basic needs are met.
- Assists participants in acquiring self-care skills such as budgeting, shopping, housekeeping, etc.
- Monitors participant's recovery stability and progress providing coaching and support to promote development through the recovery stages.
- Offers and facilitates referral to treatment services when indicated and needed.
- Engages participants into the recovery community including available support group meetings.
- Opens new consumers referred for D/A Recovery Specialist services and assigned to caseload.
- Develops Individual Recovery Plans based upon a comprehensive assessment of the consumer's strengths, needs, and functioning within various life domains.
- Assists consumers in identifying community supports and assists them in utilizing these services in the recovery process including transportation assistance.
- Advocates for consumers in a manner that is consistent with agency policies practices, values, and mission.

- Ensures that consumers are informed of their individual rights and of organizational and regulatory grievance and appeal procedures.
- Maintains face-to-face and telephonic contact with assigned consumers as required by programmatic regulations and requirements, as determined as needed, or as directed by administration and management.
- Completes timely and accurate reporting and record keeping related to service delivery as required by programmatic requirements including creating, updating, and maintaining client files and inputting data/service entries into the Susquehanna system and/or PA WITS.
- Will participate in the department's time allocation project and achieve/maintain expectations related to productivity.
- Will work collaboratively with the assigned D/A Case Manager and involved treatment personnel to promote comprehensive and coordinated service/treatment/recovery planning.
- Will work cooperatively with all public and private agencies including crisis intervention, case management program, drug and alcohol and mental health providers, state institutions and agencies, residential programs, educational providers, community resources, and natural supports.
- Will attend coordination, service planning, and admission/discharge planning meetings in relation to assigned consumers if requested and will serve as a member of such teams.
- Will develop knowledge of the various components of the Mercer County Human Service system and the D/A provider network.
- Will develop or possess knowledge of, and access to, the AA/NA support network within Mercer County, as well as, other available support groups.
- Will encounter confidential information, is responsible for adhering to all agency confidentiality policies, and must maintain strict consumer confidentiality as defined by state and federal law.

#### OTHER DUTIES OF THE JOB

- Participates in departmental functions to support organizational philosophies and mission.
- Participates in Quality Assurance activities as required to ensure program compliance with State/Federal regulations and to promote and enhance the quality of program service delivery.
- Attends agency related meetings as required.
- Will attend and complete mandated trainings and those trainings assigned by their immediate supervisor related to job responsibilities and functions.
- Performs other job-related duties and support services as required and assigned.

#### SUPERVISION RECEIVED

Position will receive weekly individual supervision related to daily work duties and essential functions of the job. Supervision will encompass and include field supervision and direct observation. Supervision will also be provided through regular unit, department, and case review meetings. The position will also receive comprehensive orientation and training regarding organizational programs, departmental functions, policies and procedures, specialized needs of the D/A consumer population, and essential job duties and functions.

#### SUPERVISION GIVEN

None

#### WORKING CONDITIONS

- Work indoors in limited workspace with adequate lighting, temperature, and ventilation.
- Works with average indoor exposure to noise, stress, and disruptions.
- Normal indoor exposure to dust/dirt.
- Works in conditions of potential outbursts or disruptive behavior of clients.
- Travels regularly for service delivery to consumers at sites outside of the office including but not limited to: consumer homes, provider agencies, educational/vocational facilities, and other community-based settings.
- Travels periodically for trainings and meetings outside of Mercer County which may involve possible overnight stays.

## PHYSICAL AND MENTAL CONDITIONS

- Must possess ability to record, convey and present information, explain procedures and follow instructions.
- Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching and driving as necessary to carry out essential job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to carry out duties of job.
- Must be able to lift and/or carry items such as, laptop in case, personal briefcase, work related supplies and miscellaneous objects with a maximum weight of thirty (30) pounds.
- Must apply safe lifting and carrying practices. If an item weighs more than maximum weight limit, employee must make more than one trip to carry all necessary items to their vehicle and/or to or from designated worksites.
- Occasional exerting and/or lifting of up to 50 pounds may be required for the maneuvering of equipment or supplies to and from designated worksites.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
- Must be able to pay close attention to details and concentrate on work.
- Must be able to mentally react quickly to consumers' needs and/or requests as necessary as it applies to your position.

## QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE

- Must be a current or former recipient of drug and alcohol services and possess a willingness to acknowledge this experience to consumers and others as appropriate.
  - Must have achieved a level of stability in their recovery as evidenced by a period of sobriety during at least the past two years.
  - Must possess a high school diploma or general equivalency degree.
  - Within the past 3 years has maintained at least 12 months of successful full or part-time paid or voluntary work experience or obtained at least 24 credit hours of post-secondary education;
  - Must possess a valid driver's license and/or access to reliable transportation.
  - Must complete the required D/A Recovery Specialist certification training curriculum approved by the Commonwealth of PA and successfully obtain the required certification.
  - Must complete recertification every two years including any required training hours mandated by PCB.
  - Must possess PA Child Abuse, PA Criminal Record and Federal FBI clearances.
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Interested candidates may download the application, pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550.

ATTN: Karen Myers, HR  
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