



Bi-Lingual Peer Recovery Coach Job Description

Scope and Position Responsibilities

The Peer Recovery Coach will collaborate with the Manager of Recovery Programs to provide equitable resources and community referrals to support individuals facing immediate challenges. Responsibilities include preparing content and facilitating recovery groups and workshops during the CrossPurpose Core Program, offering peer recovery coaching services, and following up with individuals needing recovery support. The Peer Recovery Coach must demonstrate adaptability, compassion, de-escalation skills, and discretion in emotionally intense situations.

Department: Spiritual Development

Supervisor: Manager of Recovery Programs

Direct Reports: 0

Indirect Reports: 0

Major Areas of Responsibility

- Facilitate recovery groups and workshops during PD at all CrossPurpose locations
- Set up/tear down/clean rooms to prepare for recovery groups and respect shared spaces
- Prepare recovery-focused lessons and present slide presentations.
- Actively reach out to individuals who have expressed they would like follow-up from CrossPurpose Recovery and LiveDifferent Recovery
- Act as a community connector; providing community referrals, program recommendations, and advocate for individuals, assisting them in obtaining needed resource(s), programs, or services..
- Offer surveys and collect data to support the growth and relevance of recovery programs offered through CrossPurpose
- Reach out to individuals who have completed LiveDifferent Recovery connection cards, welcome form, and completed surveys.
- Expand, manage, and maintain resource data using Google Suites and Behave Health Platform Including, but not limited to; housing resources, government service connections, transportation resources, relief resources, mental health resources, and spiritual development resources
- Manage an anticipated caseload of 12 - 18 individuals
- Must maintain accurate documentation of services provided using spreadsheets and DAP notes format. Enter DAP and Group notes into the Behave Health EHR system within 24 hours of offering services.
- Follow-up with surveys after providing services to ensure need has been met.
- Assist individuals in recognizing and utilizing their personal strengths, skills, gifts and abilities to increase confidence, independence, and self-sufficiency in the CrossPurpose community.
- Act as a thought partner to support the development strategy of recovery coaching and peer services offered at CrossPurpose
- Other tasks and duties as assigned by the Manager of Recovery Programs

Qualifications

- CPFS Certification preferred
- Bi-lingual, english/spanish speaking
- 2+ years of recovery coaching or relevant experience required.
- Experience with medicaid preferred.
- Lived experience; sufficiently progressed in personal recovery from substance misuse, trauma, homelessness, and/or mental illness
- Relatable; ability and willingness to share own story to inspire and motivate others.
- Experience collaborating with community resources and referral processes
- Experience facilitating small groups
- Strong sense of ethical conduct and professionalism
- Personable and quick to build trust and relationships with diverse groups of individuals
- Strong interpersonal, written, and oral communication skills; proven ability to communicate with diverse audiences
- Excellent time management
- Strong organizational skills, attention to detail, initiative and follow through
- Detail-oriented
- Proven ability to motivate others and solve complex problems
- Coachable, team player

Hours, Compensation and Benefits

- **Hours:** 40 hours/week, Fridays 1 - 9pm, and other evenings/weekends as scheduled. Travel required.
- **Compensation:** \$55,000-\$66,000/year
- **Vacation:** 15 days per year, plus the office is closed Christmas Day - New Years Day and staff have limited duties
- **Sick Days:** 6 days per year
- **Insurance Benefits:** Health, dental, vision, workers compensation, unemployment, short term disability, long term disability

Benefits are discussed in more detail in our Employee Handbook