

Job Description

Peer Recovery Coach

Reports to: Program Management

Full Time: 32-40 hours

Compensation: \$19-\$20/hr. Non-Exempt

Benefits:

- **Health Insurance-** Choice of 3 plans with a **55% Employer contribution** toward premium.
- Vision and Dental Insurance
- Holidays: 9 per year - **eligible immediately**
- PTO: 15 days per year for all full-time employees (**30 hours or more**) with a carryover allowance of up to 5 days per year.
- Paid Sick & Safe Leave: 8 days per year for all full-time employees **eligible immediately** with a carryover allowance of up to 8 days per year.
- Retirement Contribution: 2% employer contribution regardless of employee investment (**eligible within 30 days**) Merrill Lynch Simple IRA - **eligible immediately**.

Organization Overview:

Established in 1968, the Westminster Rescue Mission is a community that provides clinical, physical, and spiritual resources to heal the addicted and feed the hungry. The Mission serves Carroll County and surrounding communities through its programs. Check us out: www.westminsterrescuemission.org

Position Summary: Works with Program Management and other Program staff to develop and support residential clients, to ensure they receive appropriate care including basic needs, helping to manage and coordinate day to day schedules of clients, community chores, and support in identifying, addressing, and overcoming obstacles which could prevent them from ultimately living sober, independent lives in the community. Contributes to direction and accomplishment of Mission functions and operations as needed.

Duties and Responsibilities:

- Serves as coach, and member of treatment team in residential program
- Teaches classes, leads devotions and/or leads worship as needed.
- Trains clients in community chore assignments and participates in Mission operations with clients as needed.

- Administers medication to clients as required and in accordance with the Mission's procedures
- Ensures the overall security, safety and cleanliness of the Mission.
- Communicates often and effectively with other team leaders to make sure all clients are assigned to areas that best meet the needs of all.
- Works to resolve conflicts in straightforward and timely manner.
- Supervises, support and assist clients when performing community chores and participates in Mission operations with clients as needed.
- Assists in maintaining order at the Mission and enforces policies, rules of conduct and disciplinary measures as appropriate.
- Documents clients' progress as appropriate in Electronic Health Record application.
- Participates in regular Team meetings, staff meetings and planning retreats.
- Assists in making sure that shift responsibilities are always maintained and documented.
- Actively engaging with clients and developing positive relationships.
- Provide appropriate crisis interventions.
- Provide transportation to appointments and meetings, as needed.
- Ensure that all clients are present and/or accounted for throughout any given shift.
- Enforce boundaries & program guidelines.
- Collaborate and communicate with appropriate staff to ensure timely and descriptive reporting of behavioral issues, complete all UDSs and BACs, and promote engagement in treatment.
- Ensure facility-wide safety and security.
- Respond to any incidents, which may include the completion of incident reports at the time of or immediately following an incident, notification of necessary internal stakeholders and involvement of emergency authorities.
- Any other duties assigned by the supervising staff.

Skills / Requirements:

- Lived experience in addiction recovery (2+ years)
- Actively in recovery for 2 or more years
- Patient care in an addiction treatment environment (1+ years)
- Has the desire to serve God through the Mission's work.
- Exhibits leadership, good judgment, sensitivity, and compassion.
- Has strong oral and written communication skills.
- Demonstrates effective problem-solving skills.
- Demonstrated ability and emotional intelligence to work in unpredictable, crisis response, and team-oriented setting.

- Knowledge of and commitment to the program, policies, and procedures of the Mission.
- Willing to work a flexible schedule.
- Maintains a respectful and considerate relationship with clients and staff regardless of race, gender, age, appearance, or circumstances.
- Willingness to receive instruction, guidance and ongoing training in addictions treatment, counseling and listening skills, and community social service providers.
- Self-directed/motivated and ability to work independently, as well as collaboratively, with commitment to spirit of teamwork and greater good of the Mission community.
- Must be proficient enough with computers and applications including Microsoft Outlook Email and Calendar, Word, and other 3rd party applications for time records, training, and electronic health record documentation.
- Must complete background check and be cleared to work in human service programs.
- Bilingual: Spanish/English (preferred)

Credential/Education Requirements:

- Certified Medication Technician (CMT) or willing to become certified
- CPR/First Aide Certified
- Certified in Narcan administration or willing to become certified
- High school diploma or equivalent (required)
- Valid driver's license (required)

Physical requirements: Ability to lift 30 pounds. Standing and/or walking up to 90% of the time

Non-discrimination Statement: Westminster Rescue Mission (WRM) will not discriminate against any employee or applicant for employment because of age, disability, race, color, religion, sex, or national origin. WRM will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin.