

## **RECOVERY COACH** – *Full-time Position*

**Homes 4 Hope Canada Foundation is Alberta’s Leading Provider of Social Empowerment: utilizing Our Supportive Recovery Living Facilities and Recovery Oriented Programs.** Homes 4 Hope Canada Foundation, is an innovative, growing foundation hiring a Recovery Coach.

We are looking for an enthusiastic and dedicated **Recovery Coach** to help guide clients with substance abuse problems and related mental health issues through the recovery process. Our ideal applicant has personal experience overcoming and recovering from substance abuse, allowing them to connect more deeply with people who are still struggling. Here highlights major tasks, duties, and responsibilities expected of our **Recovery Coach**:

- Reports to the Regional Manager/Program Director
- Provide some assistance in providing clinical services as required by the clinical team
- Help clients determine their personal goals
- Recommend community programs and provide advice to family members on how they can best provide support
- Provide support to clients as they perform daily self-care tasks as well as life management activities, such as budgeting
- Maintains communications/contact with all clinical staff regarding resident issues, through exchanges of information, as appropriate via verbal, written and electronic communication

## **MAIN DUTIES & RESPONSIBILITIES**

- Conduct applicant Interview Assessments
- Assist in client move ins & admissions
- Assists in client move outs & discharge
- Participate in client Activity Calendar events
- Provides administrative support as needed to the Regional Manager/Program Director
- Oversees and provides day to day support to clients as needed (ex: recreational activities, cooking)
- Responsible for assisting with programming (on the weekend as needed)
- 1:1 Recovery Coaching focusing on SMART goals, relapse prevention and healthy living tools
- Lead group sessions and meetings
- Communicate any new developments of residents with the clinical team
- Communicates on a regular basis with members of the resident’s recovery team
- Ensures the safety for the residents through safety checks
- Uses effective behavior management skills to de-escalate crisis situations and minimize harm to residents and staff

## **RECOVERY COACH REQUIREMENTS AND QUALIFICATIONS**

- High school diploma or GED certificate
- Post-secondary education in social work or psychology preferred
- Personal substance abuse recovery experience or sustained abstinence preferred

### EXPERIENCE/EDUCATION/QUALIFICATIONS

- Post-Secondary, where a degree or diploma in addictions would be considered an asset.
- One to three years experience ideally dealing with addiction/mental health, or Training in a related health field preferred
- Experience in working and being part of a team, ideally within a healthcare setting
- Must have the ability to be objective and empathetic while addressing the individual needs of the respective patients, referral sources and family members
- Must have the ability to provide support and de-escalation under stressful or crisis situations.
- Ability to problem-solve and to meet deadlines and establish and prioritize multiple tasks
- Must demonstrate ethical behavior and sound judgment that supports the Homes 4 Hope standards of care
- Basic computer skills with Microsoft Products and Outlook
- Experience with or willingness to learn to use an electronic medical record (FYI database). Must be able to document insights and observations in clinical records in a concise and articulate manner
- Basic understanding of addiction/mental health and recovery philosophy
- Must possess a high degree of professionalism and be able to keep information confidential and treat sensitive clinical information with the upmost discretion and respect
- Valid driver's license and reliable transportation
- Recovery Coach certification a plus
- CPR and First Aid certification a plus

### PHYSICAL REQUIREMENTS

- The employee is regularly required to talk, hear, stand, sit and walk. Walking and active participation in resident supervision and activities throughout the facility is required
- Able to lift and move up to 10 pounds and occasionally lift or move up to 25 pounds
- Able to work extended hours and complete documentation on daily basis

Able to communicate effectively in individual, group, and family therapy sessions with multiple verbal and visual stimuli

- Must be able to travel locally and nationally, as needed

### WORKING CONDITIONS

- Working conditions are based primarily in a residential setting
- Possibility of exposure to unsanitary environments or bodily fluids
- Possibility of exposure to use of substances, vulgar statements, or hostile/dangerous situations



**DEADLINE: OPEN UNTIL FILLED**

Thank you for your interest in working with us; however, only a selected quantity of applicants will be contacted for interviews. Interested applicants who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified

Interested candidates are encouraged to submit their resume and cover letter in confidence to [homes4hopecareers@gmail.com](mailto:homes4hopecareers@gmail.com) quoting the job title in the subject line.

Submit applications to Alexandra Manners. Information provided below:

Alexandra Manners

Operations Support Director

Homes 4 Hope Canada Foundation

Email: [homes4hopecareers@gmail.com](mailto:homes4hopecareers@gmail.com)

Successful applicants will be required to undergo security clearance including:

1. Criminal record check with vulnerable sector
2. Drivers Abstract
3. Three current references with contact information