



OF SOUTHEASTERN MICHIGAN

Certified Family Recovery Coach

POSITION DESCRIPTION/WORK CONTEXT:	
Reports To: Director- Peer Recovery Services	Functional Area of Responsibility: Peer Recovery Services
Leadership Accountability: <input type="checkbox"/> Develops Policy of Strategic Plans <input type="checkbox"/> Interprets Policy and Implements Strategic Plans <input type="checkbox"/> Implements Operating Plans <input checked="" type="checkbox"/> None	Customer Accountability: <input type="checkbox"/> Interfaces with officials and executives <input type="checkbox"/> Interfaces with regulatory authorities <input checked="" type="checkbox"/> Interfaces with external customers <input checked="" type="checkbox"/> Interfaces with internal customers
Supervisory Accountability: <input type="checkbox"/> Supervises through management personnel <input type="checkbox"/> Supervises professionals and non-managers <input type="checkbox"/> Supervises associates below supervisory level <input checked="" type="checkbox"/> None	Freedom to Act: <input type="checkbox"/> Sets broad policies and objectives <input type="checkbox"/> Operates with significant autonomy <input checked="" type="checkbox"/> Subject to general input from supervisor <input checked="" type="checkbox"/> Subject to regular direct review by supervisor
Organizational Accountability: <input type="checkbox"/> Manages a department <input type="checkbox"/> Manages sub-unit of a department <input type="checkbox"/> Manages work group within a sub-unit of a dept. <input checked="" type="checkbox"/> None	Financial Accountability: <input type="checkbox"/> Manages operating budget <input type="checkbox"/> Approves expenditures <input type="checkbox"/> Monitors expenditures <input checked="" type="checkbox"/> None
Travel Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> None	Transport Required: <input checked="" type="checkbox"/> Yes-Use of personal vehicle <input type="checkbox"/> None
Pay Grade: full time hourly	Overtime Status: non-exempt
Review/Revision History: 01/2023 DRS	
MINIMUM QUALIFICATIONS:	
<ol style="list-style-type: none"> High school diploma or graduate equivalent degree required. Must have lived experience of being affected by a family member’s recovery from a substance use disorder. Must possess active status in certification of: <ol style="list-style-type: none"> Nationally Certified Family Recovery Coach (NCFRC), or be eligible for timely completion of training and successful exam passing to obtain a NCFRC, upon hire. Possess a valid motor vehicle operator license. Completion of ICHAT check, National and State Background and Sex Offender Registry Check. Must possess knowledge and demonstrate understanding of Multiple Pathways to Recovery, Recovery Oriented System of Care and Trauma Informed Services. 	



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ESSENTIAL JOB FUNCTIONS:

All employees are expected to perform quality work within deadlines; exhibit professional conduct; work effectively as a team contributor on all assignments; work independently while understanding the necessity for communicating; coordinate work efforts with other employees and organizations; support the mission of CARE of Southeastern Michigan.

1. Provide direct service by maintaining caseload, including providing coverage for team, as needed.
2. Ensures assigned paperwork is completed and maintained in accordance with funding source standards and CARE of SEM policy and procedures.
3. Work cooperatively and effectively with personnel of assigned site; for example, clinical team or peer recovery coach team.
4. Demonstrates in practice there are multiple pathways to recovery.
5. Familiarity with local services and resources for adolescents and families within the recovery community.
6. Connect families to a larger community of care by facilitating timely referrals to treatment/recovery support providers.
7. Educate, assist, and support family members, as requested.
8. Documents information for established metrics and outcomes, as required.
9. Able to apply tools to measure services, report data, and other outcomes, as required.
10. Maintain data collection and data entry standards as required by funders.
11. Participates in ongoing recovery coach training, education and performance support.
12. Attends assigned meetings, as required.
13. Completes activities in a timely fashion.
14. Disseminate information at health and public fairs, school open houses and other community events, as requested.
15. Establish and maintain liaison relationships with appropriate agencies regarding substance use prevention and family system rehabilitation.
16. Ability to adjust hours of work based on the community needs, including some evening and weekends.
17. Knowledgeable of family systems and demonstrates the ability to apply best practices to support the needs of the family as it relates to their child's substance use.

OTHER DUTIES

All other duties as assigned are within the scope of this position that contributes to the advancement of the mission of CARE of SEM. Job duties may vary based on discipline and population served. All other duties that are general in nature and are related to the scope and practice for this position.

PERFORMANCE EXPECTATIONS

1. Perform job duties and responsibilities in a professional manner at all times and comply with the standards and Code of Ethics established for the profession and as set forth in the CARE of SEM Employee Handbook.
2. Support the mission of CARE of SEM with integrity and act as an ambassador.
3. Demonstrates knowledge of Recovery Oriented Systems of Care, principles of trauma informed care and principles of diversity, equity and inclusion.
4. Maintain excellence in all work efforts, presentation, attitude, and practice in a manner that demonstrates loyalty to the organization, integrity in the process, and honor to all ethical, legal/policy, knowledge-base, resources, and the purpose and intent of the organization.
5. Demonstrate knowledge and skills in the effective and efficient use of human, technical, and financial resources of the organization.
6. Demonstrate an applied commitment to the mission, vision and values, as well as knowledge and skills in consumer-oriented practices, as well as innovations in support, service, treatment, and care practices.
7. Perform all job duties in accordance with applicable safety, health and accessibility policies and procedures.



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CE/SAFETY REQUIREMENTS:

- Performs job duties and responsibilities in accordance with professional code of ethics and standards of conduct set forth in the Human Resources Policy Manual and workplace policies and procedures.
- Performs job duties and responsibilities in accordance with the organization Corporate Compliance Plan and Program, reports violations, including waste and fraud, and cooperates with investigators.
- Performs job duties and responsibilities in accordance with applicable workplace policies and procedures for identification of risk, risk assessment and risk control.
- Performs job duties and responsibilities in accordance with applicable safety and health policies and procedures and reports health and safety risks, accidents, incidents, injuries, and property damage as appropriate.

PHYSICAL REQUIREMENTS:

- Must be able to enter and retrieve data using computer systems, systems applications, and other office equipment.
- Ability to lift and transport materials/supplies up to 12 lbs. to health fairs, presentations and/or other public forums.

ACKNOWLEDGEMENT:

I hereby acknowledge receipt of this Job Description and understand that it is my responsibility to understand and comply with the requirements contained herein.

Employee Signature

Employee Name (Print)

Date