



Job Title: Recovery Coach

Type of Staff: Full Time (Exempt)

Staff Supervisor: Lead Recovery Coach

Job Overview:

This person has overall responsibility to help men experience transformation through God, resulting in a Christian lifestyle of recovery. This is primarily accomplished through classroom instruction and individual counseling sessions,

Job Qualifications:

The Recovery Coach must conform to Shelter KC's "*Qualifications for Employment*" and agree with Shelter KC's "*Statement of Belief*" as delineated in the Staff Manual.

The Recovery Coach must be able to demonstrate the knowledge and skills necessary to provide care and spiritual guidance appropriate to recovery program participants. The person must possess the competence to gather and interpret information about the client's physical, social, emotional, and spiritual status. The Recovery Coach must also have the competence to develop recovery planning services according to the bio-psycho-social-spiritual influences and effects of dependency.

The Recovery Coach should have post-secondary course work in counseling, social work, ministry, or a related field. A minimum of a Bachelor's Degree, in combination with supervised experience or continuing education is preferred.

Equivalent substitution may be permitted in the case of deficiencies in either experience or education.

If this person is recovering from an *addiction or addictive behavior**, sobriety and abstinence for a minimum of five years is necessary.

(**Addictions or addictive behaviors* include but are not limited to: alcohol, drugs, gambling, pornography, inappropriate habits or choices and essentially any dependency inconsistent with Biblical standards.)

Duties and Responsibilities:

- A. The Recovery Coach works with men as they progress through the different stages of Shelter KC's recovery & discipleship program
- B. The Recovery Coach addresses client spirituality and addiction issues by performing twelve core functions:
 - 1. **Screening** shelter guests for appropriateness and eligibility for the Program.
 - 2. **Intake** of guests, gathering information and assisting the guest in filling out the standard forms and releases.
 - 3. **Orientation** of the guest to Program services, expectations, and goals.
 - 4. **Assessment** of the information gathered during the intake process to determine the services appropriate for the guest.
 - 5. **Recovery Planning** in cooperation with the guest during regular, individual growth sessions; defining problems and needs, establishing goals within the context of the Program, and developing plans to reach those goals.
 - 6. **Counseling** to help the individual achieve his objectives, explore problems and ramifications, examine attitudes and feelings, and consider alternative solutions. Counseling processes may be individual, group, or pastoral in approach.
 - 7. **Case Management** to bring together people, churches, agencies, services, and other resources within a planned framework of action to achieve the goals of the Recovery Plan and monitoring the Participant's progress.
 - 8. **Crisis Intervention** in response to the client's needs during times of acute emotional or physical distress.
 - 9. **Client Education** about basic Christianity, addictive substances, the ability to identify symptoms and patterns of addictive and other problematic behavior, life skills, and available services and resources for continued recovery.
 - 10. **Referral** of the client to support systems and community resources that can meet their needs beyond the scope of the Program.
 - 11. **Record Keeping** to document assessment, recovery planning, and client progress. This will include weekly Staffing Reports, Intake and Discharge Summaries and other client related data as specified in the Program Staff Handbook.
 - 12. **Consultation** with other counselors and professionals to insure quality care for the client.

- C. The Recovery Coach will be responsible for teaching in a classroom setting three days per week on topics related to the Bible and Recovery.
- D. Additional duties may include scheduling, supervising and evaluating performance of community service assignments, inspecting client rooms, and issuing clothing and supplies. Other duties may be assigned as needed.
- E. The Recovery Coach administers random drug tests, when appropriate.
- F. The Recovery Coach attends a weekly staff meeting with other program staff. At this meeting, guest records are reviewed for compliance.
- G. The Recovery Coach is expected to be responsible for his own spiritual and professional growth and development. Shelter KC will provide assistance with continuing education and outside training as time and budget allow.