



***Supporting Lifestyles Free From Addiction***

## **Voices of Recovery San Mateo County**

### **Job Description**

### **Part time Recovery Coach II**

**From 20-30hrs a week**

#### **Position Summary:**

The Part time Recovery Coach II primary responsibilities include supporting and participating in the facilitation of Wellness Recovery Action Plan Workshops with of VORSMC's participants. Other primary duties include acting as a 'Resource Connector', by establishing and maintaining collaborative relationships with staff from key Community Based Organizations, resource and service agencies, developing and maintaining efficient and effective referral protocols, and coordinating volunteer activities within the organization and communities served. The Part time Recovery Coach II reports to the Program Supervisor and the Executive Director.

#### **Essential Duties and Responsibilities**

- Identify, research, and procure formal and informal resources in the community, recruitment, management and coordination of volunteer resources
- Collecting pertinent demographic and organizational performance data for reports as needed by the Executive Director
- Develop 'Warm Handoff' protocols and collaboration practices with service agencies
- Create and maintain a resource data bank which can be accessed by all staff and client families
- Maintain records and create reports as required and as assigned by the Executive Director
- Represent VORSMC at events as assigned, and act as a Recovery Advocate for stigma reduction and education
- Facilitate WRAP Workshops and support the development of staff facilitation skills
- Providing Peer Recovery Coaching to individuals and families to help facilitate mental health and substance use recovery
- Provide recovery information and support, and resource and referral support to clients, and families
- Work directly with participants to assess needs and match them with community resources
- Supporting VORSMC Recovery Coach skills development by advising/mentoring regarding complex cases

#### **Qualifications:**

1. Must be a Certified Wellness Recovery Action Plan® (WRAP) Facilitator, Peer to Peer Coach or Total Wellness Coach, or be willing to complete Certification Training
2. Previous experience or knowledge of (either personal or professional) recovery and wellness practices
3. A minimum of a high school education or GED
4. Knowledge of community resources, including substance use and/or mental health treatment, education, medical, housing, vocational training and employment, and social services and advocacy

5. Ability to complete and maintain required organizational documentation, and organize and develop 'user-friendly' written materials
6. Ability to effectively interact and communicate both verbally and in writing, with consumers, young adults, adults, other staff, families and a diverse public
7. Six months experience performing non-professional, consumer directed services in a substance use and/or mental health setting, health care, counseling, peer counseling, education, advocacy, or other social services agency
8. Must have a flexible schedule
9. Ability to work on weekends
10. Bi-lingual (Spanish/English) desirable

**Salary range**

**Positions starts at \$15.00 an hour and/or Depending on experience.**

**How to Apply**

All interested parties should submit a cover letter and their resume to Mr. Raymond Mills at [rmills@vorsmc.org](mailto:rmills@vorsmc.org) or by mail c/o Raymond Mills at 310 Harbor Blvd. Belmont, CA 94002

**The position is open until filled.**

**Voices of Recovery San Mateo County (VORSMC)** is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at VORSMC are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. VORSMC will not tolerate discrimination or harassment based on any of these characteristics.