



Recovery Specialist

Phoenix Recovery Services, LLC provides an IDHS/SUPR licensed Recovery Home services for men and women 18 years of age and older. Our Recovery Home offers a structured homelike environment for persons with diagnosed substance use disorder to obtain the necessary skills to achieve abstinence.

The Recovery Specialist assists with safety and integrity of the unit. Remains alert and responsive to the unit, residents and supports staff. All Recovery Specialists should demonstrate our Phoenix Recovery core values – Community, Outstanding Service, Relationship, and Empowerment – while providing enthusiastic, professional, and courteous service to all who walk through our doors.

Responsibilities:

- Work one-on-one with residents to develop recovery plans and set goals for achieving positive change as they define it for themselves, assess, track, and monitor progress in achieving goals, and work with residents to remove barriers to achieving positive change.
- Provide case management services to residents and document the results in weekly staffing report.
- Complete required forms at intake to ensure resident files are audit compliant.
- Completes shift reports (daily), staffing reports (weekly) and maintains up-to-date electronic records (FYIdb), includes faxing signed resident letters, records, and all other documents. Secures and safeguards residents' information per HIPAA standards.
- Administer random urine drug screens, and breathalyzing residents, including alerting leadership to any positive drug screens, and maintaining inventory of all testing equipment and supplies.
- Develop partnerships with social service agencies that provide resources (housing, recovery, medical and behavioral health services).
- Monitors participants' 12 Step Recovery activities.
- Monitors residents' budgets
- Monitor resident self-medication, and maintain medication log.
- Maintain resident confidentiality according to HIPAA and organization requirements.
- Attend mandatory staff meetings and in-service meetings.
- Serves as a member of the recovery team by monitoring resident behavior and reporting resident observations, incidents, or unusual occurrences; contributes to decisions regarding recovery plans, conflict intervention or privileges.
- Assists team in maintaining consistent setting for recovery planning and coordinating resident events.
- Encourage residents to develop a livable, inclusive, and responsible community through discussions of community rules, integration of new residents, and encouraging recovery-oriented choices.
- Emergency on call coverage.
- Adheres and complies with all Phoenix Recovery policies/standards whether internal, regulatory, legal, etc.
- All other duties as assigned.

Physical Demands:



Position requires sitting, standing and/or walking for extended periods of time, and occasionally manually lifting/moving up to 50 pounds. Must be able to work long or irregular hours and must be capable of on-site response to all manner of emergencies arising at any hour of any day. Must have a high level of mobility necessary to assist resident's needs.

Qualifications

- Must have NCRS, CPRS or CRSS Certification (or obtain certification within 2 years)
- Experience with drug/alcohol recovery is preferred.
- Experience working in a group home or similar environment.
- Valid driver license preferred.
- Good phone, communication, computer, and public relations skills.
- Knowledge of social service agencies and/or substance use disorder services a plus.
- Know and abide by the general provisions of Section 2060.509 Recovery Homes and the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

Phoenix Recovery Support Services is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.