



The Council of Southeast Pennsylvania, Inc.  
Bailiwick Office Campus, Unit 12, 252 W. Swamp Road, Doylestown, PA 18901-2444  
Phone: 215-345-6644 Fax: 215-348-3377 www.councilsepa.org  
Information/Intervention Line: 1-800-221-6333

## **JOB DESCRIPTION**

**TITLE:** CERTIFIED RECOVERY SPECIALIST  
**REPORTS TO:** RECOVERY SUPPORT SUPERVISOR, CHESTER  
**CLASSIFICATION:** NON-EXEMPT, FULL TIME

**SUMMARY:** The Certified Recovery Specialist (CRS) will work in partnership with other behavioral health professionals in Chester County to engage individuals who may benefit from recovery support services. The CRS will serve as a role model, mentor, advocate and motivator to recovering individuals in order to help prevent relapse and promote long-term recovery. The Recovery Specialist must demonstrate an ability to share personal recovery experiences and to develop authentic peer-to-peer relationships and have an understanding of and respect for each individual's unique path to recovery.

### **MINIMUM REQUIREMENTS/QUALIFICATIONS:**

- Must be a Certified Recovery Specialist (or eligible to earn the CRS certification within 6 months of hire) with at least one year of experience working in behavioral health field.
- Recovery Specialist must be in record with at least 2 years sustained, current recovery history.
- Pennsylvania Criminal Record Check, Pennsylvania Child Abuse History Clearance and a FBI Criminal History Background Check required.
- Position is based out of The Council's Chester County office with the expectation that the CRS will meet with eligible individuals at locations in the community as needed. CRS must be able to work independently and collaborate with healthcare systems representatives.

### **ESSENTIAL DUTIES:**

- Provide peer-based recovery support, coaching and encouragement to individuals contemplating or actively seeking help with substance use recovery.
- Engage in relationship building and active listening with individuals to establish rapport, as evidenced by empathetic and active listening, communicating in a non-judgmental way, recognizing addictive behavior.
- Conduct self in an ethical manner by adhering to the PCACB codes of ethics, standards of practice, and Council policy and procedures.

### **DAILY JOB RESPONSIBILITIES:**

1. Provide recovery education to service recipients for every phase of the recovery journey from pre-recovery engagement, recovery initiation, recovery stabilization, and sustained recovery maintenance.
2. Identify emergency or crisis situations and facilitate access to appropriate resources, negotiating and connecting individuals with resources and navigating the systems.
3. Assist in the development and enhancement of an individual's comprehensive individualized recovery plan, recognizing many pathways to recovery, accessing and advocating for recovery and community resources. The goal should be to transition from professionally assisted recovery initiation to personally directed, community supported recovery maintenance.
4. Collaborate with institutions to provide effective recovery support services to identified individuals.
5. Actively identify and support linkages to community resources (communities of recovery, educational, vocational, social, cultural, spiritual resources, mutual self- help groups, professional

- services, etc.) that support the recovering person's goals and interests. This will involve a collaborative effort including the recovering person, agency staff and other relevant stakeholders.
6. Assist the individual to identify and prioritize strengths and needs, using various techniques that engage individuals to self-disclose.
  7. Maintain project logs, reports and accurate records in appropriate files and database(s), adhering to program standards.
  8. Maintain confidentiality regarding information received during the facilitation of recovery support services – maintain current understanding of federal, state and local confidentiality rules and regulations.
  9. Engage in continuing professional development relative to recovery support services, applying practical and professional knowledge and experience. Maintain CRS credential.
  10. Other duties as directed by Executive Director and/or Management Staff.

**COMPENSATION:** Commensurate with experience and other qualifications.

**REVISED:** January 2017

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date