



The Council of Southeast Pennsylvania, Inc.
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JOB DESCRIPTION

TITLE: CERTIFIED RECOVERY SPECIALIST, WARM HANDOFF PROJECT
REPORTS TO: RECOVERY SUPPORT SUPERVISOR, PHILADELPHIA
CLASSIFICATION: NON-EXEMPT, FULL TIME

SUMMARY: The Certified Recovery Specialist (CRS) will work in partnership with healthcare professionals and Warm Handoff Project Partners in Philadelphia 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 recovery 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 Philadelphia with the expectation that the CRS will meet with eligible individuals at locations outside of the Philadelphia Recovery Community Center 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. Work with Warm Handoff Partners to identify, engage and help individuals transition and follow through with treatment and support services. Facilitate service recipients' opportunity to access and sustain long term recovery.
2. 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.
3. Identify emergency or crisis situations and facilitate access to appropriate resources, negotiating and connecting individuals with resources and navigating the systems.
4. 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.
5. Collaborate with institutions to provide effective recovery support services to identified individuals.

6. 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.
7. Assist the individual to identify and prioritize strengths and needs, using various techniques that engage individuals to self-disclose.
8. Maintain project logs, reports and accurate records in appropriate files and database(s), adhering to program standards.
9. Maintain confidentiality regarding information received during the facilitation of recovery support services – maintain current understanding of federal, state and local confidentiality rules and regulations.
10. Engage in continuing professional development relative to recovery support services, applying practical and professional knowledge and experience. Maintain CRS credential.
11. 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