

## Family Recovery Specialist II Job Description



### Primary Purpose:

The Family Recovery Specialist provides a broad range of direct, supportive, and advocacy services to active participants of ChooseWell Communities, including rendering family recovery and program services, promoting participants' independence in performing activities of daily living and achieving programmatic benchmarks, acting as a recovery mentor, and empowering participants to responsibly manage their symptoms. In addition, the Family Recovery Specialist I will provide applicable supportive program services to the Louisville family recovery community.

Typically completes work independently and in collaboration with the Program Manager in accordance with instructions, policies and procedures, previous training, and accepted practices. Must consult regularly with the Program Manager and Executive Director on particularly complex or otherwise challenging situations.

### Essential Duties:

- Meets with all participants individually on a biweekly basis minimum.
- Collects documentation needed for participants' subsidized housing needs and submits to the Program Manager for final submission to Louisville Metro Housing Authority.
- Communicates with the Program Manager about issues related to participant compliance, referral management, resourcing, service collaboration, and development of new resources.
- Establishes rapport with participants while maintaining respectful, professional boundaries.
- Maintains accurate participant records in both narrative and statistical form (i.e., session notes and within a database).
- Provides assistance in the care of participants who relapse and are intoxicated or under the influence of substances.
- Assists with participant transportation when necessary.
- Serves as a role model to the participants, demonstrating an understanding of the fundamentals to a balanced recovery program.
- Works with participants to identify their respective strengths.
- Links participants to formal recovery supports and provides them with information on existing community supports and services.
- Promotes appropriate skills for coping and managing behavioral health symptoms.
- Reports known instances of participant programmatic non-compliance to the Program Manager and Executive Director.
- Provides advocacy services for participants, including assisting them to obtain benefits and entitlements, food, housing, employment, healthcare insurance, and access to appropriate care in the community.
- Participates in staff and organizational meetings as requested for care coordination and development of policies and procedures.
- Maintains compliance with all organizational policies and procedures.
- Facilitates and co-facilitates weekly recovery meetings.
- Completes office duties as needed/required, including filing, organization, and database maintenance.
- Assists with organizing physical in-kind donations (i.e., clothing, food, furniture, home goods, etc.) and distributing them to participants and their children.

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- Assists in emergency situations as directed by the Program Manager and/or Executive Director.
- Understands and maintains confidentiality of patient information and records.
- Recognizes crisis situations and provides appropriate interventions based on training and experience.
- Occasionally assists participants with transportation for applicable off-site appointments (i.e., Section 8 inspections, in-person CWC programming sessions, WIC appointments, etc.), or other related participant activities.
- Acts as a mandated reporter.
- Performs additional relevant duties as assigned by the Program Manager and/or Executive Director.

**Interested parties should email a resume to [info@choose-well.org](mailto:info@choose-well.org).**