

Southwestern Wisconsin Community Action Program

Job Description

Job Title: Recovery Pathway Program Assistant

Exempt (Y/N):

Salary Level 3

Location: Dodgeville & Richland Center

Department: Health

Supervisor: Kimberly A. Hill

Prepared By: Kimberly A. Hill

Approved By: Wally Orzechowski

Date: 10/15/2020

Approved by Personnel: 10/14/2020

SUMMARY: This is an opportunity for a motivated person to participate in the development of recovery communities in Iowa and Richland County. The program assistant will model positive behavior that is crucial for healthy recovery. This person will connect individuals living in the recovery house to community resources, such as medical, social services, education and training, and employment. The Program Assistant will build relationships with community partners and businesses, while building community support for the program. The Program Assistant will have the opportunity to teach strategies that promote skills to overcome challenges.

QUALIFICATION REQUIREMENTS:

- Strong communication skills, verbal and written
- Critical thinking skills, the ability quickly assess and act in a crisis situation
- Familiar with substance abuse and recovery, and mental health needs and resources
- Strong interpersonal and relationship-building skills
- Ability to monitor and enforce rules
- Basic computer skills including Microsoft office and internet
- Accurate documentation
- Ability to meet deadlines
- Ability to work side by side professionally with community partners
- Experience with ethical boundaries
- Experience in leadership skills
- Able to multi task and work in a fast paced environment

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

- Weekly room checks and random UA's
- Random check-ins to the house.
- The Program Assistant will guide, support and model positive behaviors that are crucial for healthy recovery.
- Assist residents in making good choices regarding their recovery journey.
- Assist residents in finding resources in the community.
- Check in with the Opportunity House residents to discuss their plan of action.
- Attend and lead the Opportunity House weekly meeting.
- Attend all required supervision, staff, training, and report any updates to the Program Director.
- Accompany resident to appointments as needed.
- Become familiar with and enforce, with the support of the director, the Opportunity House policies and procedures.
- Be a decision maker.
- Recruit new applicants for the house.
- Participate in and/or partner with community substance abuse/mental health coalition
- Maintain organized record keeping.
- In collaboration with other SWCAP projects, participate in community anti-stigma activities.
- Mentoring a maximum of eight live-in program participants who reside at the Opportunity House as part of their substance use recovery plan.
- Assisting volunteers, mentors, Friends of the Opportunity House.
- Introduce yourself to the program participant within 24 hours of their move in.
- Be available daily to the program participants for consultation.
- Identifying community activities, including recovery events for recreation, and resources for educational and employment opportunities.
- Connecting the program participants with community service opportunities inside and outside of the recovery community.
- Keeping emergency and medication records of program participants up to date in the emergency binders kept at the Opportunity House.
- Discovering new opportunities for the residents to participate in to sustain momentum and enthusiasm in their recovery.
- Participating in public speaking (Optional) to build awareness of Opportunity House in the recovery, recovery counseling, and education communities, along with assists in fundraising efforts.
- Coordinating repair work and service calls at the house.
- Keeping records of all service calls to the house.

- Maintaining progress records such as months of sobriety, education achievement, and employment accomplishments to track the results of Opportunity House program participants and reporting this information as needed to the Director of Services.
- Complete follow-up interview with residents 30, 90, 6 months, and one year after move-out.
- If program participants are unable to complete recovery house duties, may be asked to mow the lawn and shovel snow as needed.
- Other related duties and responsibilities as assigned, that fall within the scope of the role of a Program Assistant.

SUPERVISORY RESPONSIBILITIES: None

Reports to: Program Manager

EDUCATION AND/OR EXPERIENCE:

- Associates degree in human services/public health or related field.
- One year experience in the human service or related field.
- Experience in management helpful.
- Certified Peer Specialist training and certified as a Wisconsin Certified Peer Support Specialist. Will also consider candidates with Recovery Coach Training (CCAR) AND agreement to attend and become certified at the next available Peer Support Specialist training.

OTHER REQUIREMENTS:

- Criminal and background check required.
- Funding is allocated for this position (through January 2023)
- Primary office location for this position will be in Dodgeville and Richland Center. With a requirement of 3 days in the office located in Dodgeville.
- Candidate must have a valid driver's license, insurance and access to a reliable vehicle.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

To apply: Email a cover letter and resume to: k.hill@swcap.org