**BestCare Treatment Services**

**Position Description**

**Title:** Recovery Mentor

**Program:** Deschutes Behavioral Health Resource Network (BHRN)

**Program Location:** Bend, Oregon

 Travel Required? [ X ] Yes (Some travel required)

**Supervisor:**  BHRN Engagement Center Supervisor

**Employment Status:** Full Time Regular (1.0 FTE)

**FLSA Classification:** Non-Exempt (Hourly)

**Effective Date:** September 2022

**Job Summary:** The Recovery Mentor provides support and directs services to people from the Residential, Detox and Outpatient Programs. Recovery Mentors will also assist people from other programs on a limited basis as needed, and provides regular support to clients through direct interactions, advocacy, and provision of transportation and referrals to community-based resources, as well as facilitation of classes, support groups, and group activities.

**Essential Functions:** Recovery Mentors responsibilities include but are not limited to:

1. Participates and provides recovery coaching to people involved with BestCare Treatment Services through the following methods:
	1. Telephone contact with clients
	2. Provides client transportation
	3. Provides recovery coaching for clients during activities
	4. Makes home visits on a limited basis
	5. Supervises sober housing as needed
2. Assists prep and clean-up for evening groups
3. Provides individual, couples, and family support
4. Attends program and all staff meetings as well as weekly supervision meetings
5. Provides direct support to detoxing clients as needed
6. Provides direct support to clients as they transition from detox to outpatient services
7. Works with the Supervisor to design and implement education, referral, and parent components of the program.
8. Helps to facilitate classes and support groups along with group activities to ensure that they are sufficiently supervised and run smoothly.
9. Maintains case notes of client contact
10. Completes attendance sheets, required report forms, and report client participation to Supervisor
11. Maintains a personal recovery program, if appropriate, as well as models recovery-appropriate behavior.
12. Any additional duties as assigned by the Director or Supervisor

**Qualifications:**

**Education, Certifications, Licensure**

* High School diploma or equivalent
* Current certification for Recovery Mentor issued by the State licensing body. New Hires that do not hold a current certification must make an application within the first six months of employment and receive the certification within 36 months of the application
* Must have or obtain Intentional Peer Support training
* Valid Oregon Driver’s license and appropriate auto insurance

**Experience**

* Familiarity with substance-abusing population and people with disabilities
* Must be in continuous recovery from substance use dependence and have a minimum of 1 year (*temporarily reduced from 2 years to 1 year*) [recovery.](https://mhacbo.org/media/filer_public/22/ab/22ab9b40-88e6-49cc-935f-e58e21904e56/definitionofrecovery.pdf)

**Knowledge, Skills and Abilities:**

* Knowledge of alcohol and drug addiction and detoxification; community resources and recovery programs
* Ability to demonstrate a strong harm-reduction approach
* Communicate clearly, concisely and effectively, orally and in writing
* Ability to maintain documentation in the EMR program
* Ability to work well with parents and children of diverse backgrounds
* Ability to work effectively, both independently and as a team member. Must have the ability to get along with and collaborate with co-workers
* Ability to function effectively and use good judgment in crisis situations
* Ablity to work with the treatment team to maintain a healthy treatment milieu
* Bilingual in Spanish/English preferred but not required

**Physical Demands:**

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific visions abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS FO THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

Employee’s Signature / Date Supervisor’s Signature / Date