

BestCare Treatment Services Position Description

Position Title: Certified Recovery Mentor (CRM)
Program: Redmond Detox, Bend Outpatient, Prineville
Employment Status: Full Time Regular
FLSA Classification: Non-Exempt (Hourly)
Effective Date: September 2022
Wage Scale: \$18.00 - \$20.37 DOE

General Duties: Recovery Mentors provide support and direct 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. Recovery Mentors duties will consist of, but not be limited to direct interactions, telephone contacts, transportation, referrals, community based resources and advocacy. The Recovery Mentor will work with their Supervisor to design and implement education, referral, and parent components of the program. The Recovery Mentor will be responsible for helping to facilitate classes and support groups along with group activities to ensure that they are sufficiently supervised and run smoothly. They will maintain a personal recovery program, if appropriate, as well as model recovery-appropriate behavior.

Essential Functions:

1. Participate and provide recovery coaching to people involved with BestCare Treatment Services
Methods:
 - a. Telephone contact with clients
 - b. Provide client transportation
 - c. Provide recovery coaching for clients during activities
 - d. Home visits under a limited basis
 - e. Supervise sober housing as needed
2. Assist prep and clean-up for evening groups
3. Provide individual, couples and family support
4. Attend program and all staff meetings and weekly supervision meetings
5. Provide direct support to detoxing clients as needed
6. Provide direct support to clients as they transition from detox to outpatient services
7. Maintain case notes of client contact
8. Complete attendance sheets, required report forms, and report client participation to Supervisor
9. Any additional duties as assigned by the Director or Supervisor

Minimum Requirements:

1. Education: High School diploma or equivalent
2. Have a 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
3. Familiarity with substance abusing population and people with disabilities
4. Must be in recovery from substance use dependence and have a minimum of 1 year (*temporarily reduced from 2 years to 1 year*) recovery.
5. Valid Driver's license and appropriate auto insurance
6. Bilingual skills in English/Spanish highly preferred

Skills & Abilities:

1. Knowledge of alcohol and drug addiction and detoxification; community resources and recovery programs
2. Communicate clearly, concisely and effectively orally and in writing
3. Maintain documentation in the EMR program
4. Work well with parents and children of diverse backgrounds
5. Work independently and as a team member. Must have the ability to get along with co-workers
6. Ability to function in crisis situations
7. Able to work with the treatment team to maintain a healthy treatment milieu

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 vision 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.

To Apply:

Please complete an application using the link below along with a cover letter, resume, personal email address for communications and contact information for three supervisory references.

[Application for Employment – BestCare \(bestcaretreatment.org\)](http://bestcaretreatment.org)