

# CHOICES

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## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Recovery Coordinator</b>
REPORTS TO:	Directing Clinician
DESCRIPTION STATUS:	Non-Exempt
SALARY:	DOE
HOURS:	9:00 AM to 5:00 PM, Monday - Friday

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### **POSITION SUMMARY**

Delivery of independent case management and skill development services in a peer support model and assist individuals in developing flexible supports. Develop relationship in the community with other providers, and families to establish referral of consumers to CHOICES, Inc. services. The intent of CHOICES, Inc. ICM service is to reduce and prevent institutionalization, promote service effectiveness, choice, recovery, personal accountability, and carry out these services while aiding consumers to achieve these goals.

### **ESSENTIAL JOB FUNCTIONS:**

**(Responsibilities, Accountabilities, and Competencies; May not include all duties of this job. Order does not imply priority)**

#### **A. JOB DUTIES**

1. Provide case management and skill development services that will allow your client to become independent and less reliant on community mental health and other services; and effectively utilize the services clients' desire to access. Natural community and relational support should be utilized and whenever possible and practical.
2. Effectively advocate and collaborate with State and community agencies on behalf of people served to improve lives, and quality of services received.
3. Receive referrals from community agencies, social services, psychiatric facilities, emergency rooms, family members, other consumers or anyone referring someone who may benefit from services CHOICES, Inc. ICM provides.
4. Upon institutional discharge (API or release from jail), make arrangements for individuals to access psychiatrist, physician, physician's assistant, or advanced nurse practitioner with prescriptive authority before discharge medications have been exhausted.
5. Individuals receiving services and supports of choice, we will plan case management and rehabilitation/habilitation services based on needs the client will benefit from. Some examples are: benefit planning to facilitate employment; accessing safe, affordable, independent housing; linking to vocational and educational services; linking to case management, substance abuse or rehabilitative/habilitative services that focus on a person's strengths. This list is not intended to be exhaustive.

6. Develop and offer modalities of service that will assist the people CHOICES, Inc. serves as they communicate their needs. Always strive to move people you serve toward a more independent and self-reliant lifestyle.
7. Market CHOICES, Inc. ICM services in the community by utilizing methods such as flyers, brochures, presentations, collaborations and relationship building with others in the community.
8. Assist with quarterly reports, presentation of services, and meetings with other services.
9. Facilitate groups with clients.
10. Crisis intervention.
11. **Other duties as assigned.** This job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this Program.

## **B. CORE VALUES**

Demonstrate personal and interpersonal qualities that support the core values and mission of CHOICES, Inc. and its programs. Have an unwavering belief in the power and possibility of recovery and absolutely believe that all individuals can lead full, rich and productive lives.

MISSION: Consumers having ownership in creating effective services (CHOICES)

### PRINCIPLES OF RECOVERY:

Recovery is holistic, embraces culture, supported by peers, self-directed, springs from hope, and is a reality.

Rehabilitation services are person-centered, involve family and friends, anchored in the community, strength-based, use peer supports and honor partnerships.

CORE VALUES: Services are flexible, comprehensive, wellness driven and effective

## **ESSENTIAL JOB QUALIFICATIONS:**

**(Any equivalent Combination of Knowledge, Skills, Abilities, Education, and Experience)**

1. Requires an Associates in Human Services or the skills, knowledge and abilities equivalent to the completion of a two year degree in Human Services
2. Former consumer of mental health services with a minimum of 2 consecutive years in recovery (living, learning, and / or working).
3. Requires 2 years of related work and/or volunteer experience.
4. Knowledge of public mental health and/or co-occurring disorder services.
5. Ability to organize; prioritize; and schedule work assignments.
6. Personal understanding of Psychosocial Rehab Model and Peer Support Model.
7. Ability to work independently, as a team member, and/or a team leader.
8. Strong interpersonal and communication skills and the ability to work effectively with a wide range of individuals in a diverse community.
9. Knowledge of case management theory and practice.
10. Knowledge of patient confidentiality and HIPAA.
11. Knowledge of Microsoft Suite and Outlook

12. Knowledge of AKAIMS preferred, but not required.
13. Ability to work with individuals to engage them in recovery activities that lead to quality of life—living, learning, and working.
14. Personal understanding of recovery and self-help techniques and mutual support

**CONDITIONS OF EMPLOYMENT**

1. Must pass an extensive state and federal background check conducted by the State of Alaska.
2. Proof of valid Alaska Drivers License and 5 year clean driving record.
3. Negative TB test result
4. Must be able to obtain First Aid/CPR certification.

We are an EEO, ADA, & AA employer

This Job Description reflects CHOICES, Inc.’s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Duties performed are 50% in office setting and 50% out in the community. Frequent walking. Long periods of sitting, as well as some long periods of walking. Some lifting of 20 lbs or less and some stooping, squatting and bending

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**I have received and read the CHOICES, Inc. Recovery Coordinator Job Description. I agree to keep it readily available and to refer to it often.**

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_