

# RECOVERY COORDINATOR

---



**Summary:** Primary responsibilities include assessment and coordination of addiction recovery services at The WellHouse, including level of care needed, education, various service offerings, and relapse prevention for residents; promotion of health and well-being in response to the residents' needs. Develop and nurture external relationships working with other health and/or behavioral health care individuals and organizations to ensure high quality and comprehensive addiction care for the residents being served.

## Essential Functions:

- Along with the CTO/Therapist and the resident, make determination of level of care needed for WellHouse Woman and/or WellHouse Child residents who have intense addictions to include substance use dependency, pornography/sexual addiction, and gambling addiction.
- As needed, coordinate referrals for detox/treatment in collaboration with external agencies, Addiction Counselor(s) and other Health and Behavioral Health care individuals or organizations.
- Meet with residents to provide connection, referral, and recovery support on an individual basis.
- Coordinate (and lead, as appropriate) the schedule for support activities appropriate to the need including addiction education, AA, NA, and Celebrate Recovery meetings, group counseling, and assignment of a sponsor.
- Coordinate activities associated with establishing and expanding Addiction Recovery programs (counseling, groups, assessments, treatment plans, logistics, set-up/take down, etc.).
- Serve as an advocate and motivator to recovering individuals to help prevent relapse and promote long-term recovery.
- Provide crisis intervention and may be on call for crisis after hours as needed.
- With input from the Therapy Department and the resident, provide or coordinate the provision of special care services for individuals with specific addictive behavior needs.

## Education & Experience:

1. High School Diploma or GED, or equivalent is required. Certification by the Alabama Department of Human Resources, Division of Mental Health/Substance Abuse as a Peer Support Specialist preferred.
2. Bachelor's degree in human services, Social Work, Psychology, or related field is preferred. Degree may be substituted with three years of job-related experience.
3. Experience should include intake, orientation, recovery planning, resident education, referral and reporting, and record keeping.
4. Knowledge of the recovery process, multiple pathways to recovery, and problem-solving strategies.
5. Minimum of two (2) years of current and continuous recovery from a substance use disorder and/or co-occurring disorders.
6. Experience in a residential mental/behavioral health setting strongly preferred.
7. Knowledge of and skills in blending traditional and evidence-based substance abuse treatment modalities and practices.
8. Required - minimum age of 19 years old.

[To read the full job description:](#)

Email Chief Operations Officer Holly Bunn to request or if you have any further questions.

[To apply:](#)

Email your resume and a cover letter to Chief Operations Officer Holly Bunn at [holly@the-wellhouse.org](mailto:holly@the-wellhouse.org).