

Pacific Northwest Grassroots Recovery

Title: Recovery Mentor **Budget Control:** N/A
Program: Grassroots Recovery Housing **Classification:** Full-time
Reports to: Housing Director **FLSA Status:** Non-Exempt
Approval Date: August 2015 **EEOC Code:** 9

Position Summary: The **Grassroots Recovery Housing** (PNGR) Mentor is responsible for providing substance use recovery support services for adult men receiving care in the **Grassroots Recovery Housing** program. PNGR provides Addiction Disorder Services, Recovery Support Services, and Recovery Housing in an 8-10 bed cohort model. Support services may include assistance with benefits paperwork, transportation, linkage to recovery resources, including the recovery community, escorting or driving to activities and appointments, and teaching and modeling positive recovery skills.

Required Education, Training and Experience:

- High school diploma or GED.
- ACCBO Recovery Mentor certification within 12 months of hire.
- Experience with individuals who are in recovery from substance use disorders, and individuals who are experiencing mental illness.
- Experience with engagement enhancement strategies.
- Ability to effectively communicate with patients, coworkers and community partners.
- Mission-focused and passionate.
- Ability to work independently and as a member of a team.
- Commitment to the highest level of ethical and professional standards.
- Ability to learn new computer skills.
- Criminal Background checks as required.
- If in recovery, able to demonstrate at least two years of continuous sobriety.

Preferred Education and Experience:

- Experience or working knowledge of substance addiction, and mental illness and ability to offer support to those experiencing mental illness

Duties and Responsibilities:

1. Provide recovery support services and mentoring for Home Base Recovery clients. Position may need to work all shifts and weekends as needed. (hours assigned by supervisor).
2. Provide services that may include assistance with benefits paperwork, transportation; linkage to recovery resources, including the recovery community; and escorting or driving to activities and appointments.
3. Teach and model positive recovery skills.

4. Write and maintain accurate and timely treatment documentation including electronic health record
5. Participate with team members (clinical, administrative and support staff) in a collaborative manner that contributes to healthy team functioning.
6. Clerical support and resource development.
7. This position will be primarily based at the Home Base Recovery House and will also include time and placement at VOA InAct.
8. Other duties as assigned.

Americans with Disability Specifications

Physical Demands: 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.

While performing the duties of this job, the employee is consistently required to stand; walk; sit; use hands to finger, handle or use objects. Tools or controls; reach with hands or arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include vision, distance vision and the ability to adjust focus.

I have received a copy of the **Grassroots Recovery Housing** position description.

Sign and Print Name

Date

Supervisor

Date