

**TRILOGY RECOVERY COMMUNITY
120 E BIRCH STREET, SUITE 14 & 15
WALLA WALLA, WA 99362**

JOB DESCRIPTION

POSITION TITLE:	Recovery Coach	REPORTS TO:	Program Director
EMPLOYMENT STATUS:	Part-Time; Full-time	HOURS/WAGES/ BENEFITS	hrs./wk.; begins: \$ /hr.; Payroll benefits, Health Insurance

GENERAL DESCRIPTION/ BASIC FUNCTION:

The Mission of Trilogy Recovery Community is to share Hope with the children, teens, and adults of the Walla Walla Valley on their individual paths to Recovery.

Our Vision is to create a healthier community one person at a time.

Commitment to Justice, Equity, Diversity, and Inclusion

Trilogy Recovery Community is an equal opportunity employer, and we are committed to justice, equity, diversity, and inclusion in every aspect of our organization.

Recovery Coach (RC) Serves the Mission of TRC as 1. The point of first contact to individuals seeking Hope for Recovery from an individual in Recovery; 2. Embody and role model the changes in one’s life of sustained recovery; 3. Share the story of how recovery works.

Core Competencies:

- **Recovery-oriented:** RC holds out hope to those they serve, partnering with them to envision and achieve a meaningful and purposeful life; to help those they serve identify and build on strengths and empower them to choose for themselves, recognizing that there are multiple pathways to recovery.
- **Person-centered:** The RC recovery support services are always directed by the person participating in services. Recovery support is personalized to align with the specific hopes, goals, and preferences of the people served and responds to specific needs the individual has identified to the FSN.
- **Voluntary:** Participation in services is always contingent on choice. The RCs are partners or consultants to those they serve. They do not dictate the types of services provided or the elements of recovery plans that will guide their work with peers.
- **Relationship-focused:** The relationship between the RC and the peer is the foundation on which recovery services and support are provided. The relationship between the RC and the individual is respectful, trusting, empathetic, collaborative, and mutual.

- **Trauma-informed:** RC recovery support services utilize a strength-based framework that emphasizes physical, psychological, and emotional safety and creates opportunities for survivors to rebuild a sense of control and empowerment.

Key Responsibilities:

- Provide initial consultations and intake services to individuals seeking recovery support services
- Create person centered service plans as determined by intake assessment and peer goals
- Refer individuals to other in-house and out of house services as determined by the intake process
- Teach the process and steps of recovery
- Teach the Stages of Change
- Develop individualized recovery plans for each individual
- Use standardized measures to assess stage of change and to track progress
- Teach individuals to recognize helpful and unhelpful thinking habits
- Teach individuals to recognize triggers of unhelpful thoughts and/or emotional dysregulation
- Teach emotional regulation skills
- Teach individuals the skills for stress management/relapse prevention
- Develop personal relapse prevention plans for each individuals
- Meet weekly/as needed/scheduled with individuals based upon intake assessment and services plan
- Actively collaborate with all staff members providing services on behalf of TRC
- Attend weekly supervision meetings in a prepared manner
- Collect and report meeting data in a confidential way
- Collaborate in the training and development of new trainees and interns
- An ability to work with others unlike yourself

REQUIRED MINIMUM SKILLS & QUALIFICATIONS

- High school diploma or GED; or current enrollment
- Successful completion of standardized Recovery Coach training
- SKILLS a commitment to trauma informed care that is healing centered and demonstrable
- KNOWLEDGE of and ability follow a Code of Ethics and be ethics-minded
- SKILLS facilitating groups
- SKILLS and experience with government reporting requirements
- All onboarding training must be completed within three months of start date

PREFERRED KNOWLEDGE, SKILLS, EXPERIENCES

- SKILLS and experience with program implementation, planning,
- SKILLS and experience with inter-agency collaboration
- SKILLS and experience with government reporting requirements
- SKILLS Bilingual abilities a plus

Development & Public Relations: Every employee represents TRC in the community in both official and unofficial venues. At times you will be asked to attend community events and help organize fundraising events on behalf of Trilogy.

Social Media Policy Statement: Every employee represents TRC in the community in both official and unofficial venues. This includes social media. Please be aware of and professional in your social media postings.

Office & Administrative Duties: Track relevant data to monitor progress of participants in the program, prepare reports and correspondence and assist with appropriate billing requirements. General office work.

NOTE: This job description does not constitute a contract for employment. This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All Trilogy employees are expected to perform tasks as assigned by Trilogy's Executive Director, regardless of job title or routine job duties.

R. 05.2024