



Recovery Café Program Coordinator - Employment Coach

The Recovery Café is a community-based non-profit organization that is a Café/Member model center where community members who have been negatively affected by challenges such as homelessness, mental health, or addiction, can come and be accepted, loved, and welcomed.

The Employment Coach position requires a candidate who can maintain a professional attitude, have good customer service skills, work well alone or with others, and have some organizational skills. The right candidate must have some computer knowledge, can take direction well, and be able to finish goals in a timely manner, be creative and versatile to a fast-growing coach program.

The Café Employment Coach is responsible for assisting the Recovery Café in one-on-one Employment support to members and various activities. Primary goals of this position are to promote employment, remove barriers, connect members to employment support services, encourage hope, optimism and healthy living.

Job Overview

- Coordinate and review the program work plan:
 - Meet with supervisor and coaches to improve coaching success
 - Provide employment support and help members with smart goals
 - Maintain caseload and meet program goals.
 - Understand and adhere to position requirements, methods, and procedures
- Participates in community outreach efforts and activities as a community partner/agent of the Café as assigned
- Facilitate or attend at least one Recovery Circle per week

Coach Duties

- Embrace and promote the Café environment of radical hospitality in the context of loving and accountability.
- Provide employment coaching support by drawing off lived experiences as a peer, to help validate individuals to take responsibility and actively participate in their own employment seeking.
- Serve as a mentor to individuals to promote hope and empowerment.
- Partner with participants to provide information about service options and the process of care.
- Be informed with the employment and recovery services in our community
- Collaborate with team to promote a team culture in which everyone's point of view, experiences, and preferences are recognized, understood and respected.
- Role model and inform advocacy in those you work with.
- Attend various meetings and trainings associated with this position.
- Interviewing Members and filling out required paperwork for the program.
- Understanding your role in the funding process as a recovery coach.
- Report to your Recovery Coach Supervisor (Coachervisor) and discuss caseload.
- Stay with the Café Network and CCAR models.

Position Requirements

- **Grow and maintain a personal and compassionate understanding of the recovery journey (i.e., matters resulting from trauma, addiction, mental health, and/or other struggles such as homelessness)**
- Must have strong interpersonal communications skills
- Personal experience with Substance use disorder and/or mental illness and on a long-term recovery path.
- Must be Certified for Recovery Coaching and ethics through Connecticut Community for Addiction Recovery.
- Ability to consistently serve as a motivator, conflict resolver, and “de-escalator for both staff and members.
- Ability to work with diverse staff team members with flexibility, creativity, and enthusiasm.
- Strong organizational, verbal and written skills.
- Proficiency in computer skills sufficient to communicate effectively with staff and other agencies using Microsoft Word, Excel, and email.
- Ability to embody principles of recovery in daily interactions.
- Strong desire to support individuals who are on the recovery and employment journey.
- Capacity to love and to establish and maintain appropriate boundaries with Café patrons who at times may be very challenging.
- Able to take direction and work with a team.
Other duties as assigned.
- Valid driver’s license and proof of car insurance.
- Great attendance.

Minimum Education, Work, and Skill Requirements

- **Education** – A minimum of High School Degree or GED (years of experience in human service may be substituted)
- **Work** – A minimum of one year progressively responsible work experience in a similar or transferrable skill relevant to this position

Additional Desirable Qualifications

- Certified Peer Counselors training and certificate.
- Completed Wellness Recovery Action Plan and currently working one.
- Extended recovery training or education (e.g. CCAR)
- ***Some of these can be developed during the training and orientation period (60 days)***

Schedule

30–40-hour work week; The schedule runs Tuesday through Saturday.

Pay

\$15.00 minimum; higher pay will be considered depending on experience.