

Position: Recovery Specialist

Job Summary: The Recovery Specialist is responsible for working with other team members to support the day to day operations of the program, as well as the overall safety of the clients and the program environment during their assigned shift. This position reports directly to the Program Manager.

Job Responsibilities:

- Supervise and monitor the health and safety of clients in the program and provide intervention when required
- Assist with client needs and daily requirements.
- Responsible for maintaining the program's staffing ratio
- Complete all assigned tasks, including documentation, during each shift before leaving the program
- Timely and accurate communication with other team members and other stakeholders
- Complete duties to ensure the program's compliance with state licensing and other accreditation requirements.
- Acquire and maintain all required certifications required for employment
- Attend and participate in required and assigned meetings and/or training's
- Attend and participate in regular supervision
- Other duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS:

- High school diploma or GED minimum requirement.
- Minimum of 1 year of experience working in the Addiction Recovery or mental health related field; which could include internship placement hours.
- Demonstrate the knowledge and ability to promote recovery
- Excellent professional boundaries
- Strong verbal & written communication skills
- Current certification in CPR and proof of TB status.

Interested candidates should send cover letter and resume to Diana Newell at dnewell@lowellhouseinc.org