



Feeding hope. Changing lives.

## Men's Recovery Coach Job Description

<b>Department:</b>	Programs
<b>Branch:</b>	Men's Recovery Program
<b>Location:</b>	601 East Hastings, Vancouver
<b>Reports to:</b>	Case Manager & Coach Supervisor – Men's Recovery Program

### Job Summary:

As a Recovery Coach, you will draw upon the strengths of a peer-type relationship to help guide clients/participants with substance use problems and related mental health issues through the recovery process. You will help program participants create, clarify, implement, and maintain a recovery plan to overcome their addiction and to sustain a recovery lifestyle. Your role has elements of a mentor and a role model – someone who assists the resident to manage challenging experiences and emotions, develop relapse prevention strategies, and provide support through slips to maintain their commitment to recovery.

You will work in collaboration with the participant's counsellor and/or other members of the Men's Recovery team. Ideally, you have personal lived experience with recovery from substance use, and you will draw upon this to connect more deeply with those who are still struggling. As a recovery coach, you will actively link our participants with other supports outside of UGM.

### Job Duties:

#### General duties of the Recovery Coach role:

- Model Christ in word and deed.
- 20% - Provide coaching and support to clients as challenges arise in the day-to-day activity of living in a residential recovery environment to foster problem solving and skill building.
- 20% - Support recovery by helping residents build connections to community resources. Accompany when appropriate.
- 15% - Use a Motivational Interviewing/Coaching approach to empower residents to engage effectively in their recovery journey. Provide feedback and share personal experience, if helpful.
- 15% - Work collaboratively with the client to clarify his recovery goals and participate in case conference discussions with the Men's Recovery team.
- 15% - Communicate and document situations and observations in a timely manner to the resident's assigned counsellor, and the broader Men's Recovery team, so as to facilitate continuity of high-quality care.

- 15% - Foster a recovery culture by providing socially engaging on-site activities. Foster engagement by actively encouraging and occasionally joining in with activities such as the Expeditions hikes, the running club, or other similar social activities.
- The job duties associated with the Recovery Coach role will vary somewhat depending on the shift. Day-time shift duties are more likely to include supporting the Men's Recovery team to address practical matters in the day-to-day operation such as:
  - Conducting wellness checks, supporting intakes, including urine screening, orienting new residents to the floor, and supporting discharges
  - Delivery of workshops where appropriate.

### General

- Adhere to all UGM published policies, practices, and procedures, including Occupational Health and Safety.
- Perform other duties as assigned.

### Knowledge, Skills and Abilities:

- Agreement with UGM'S Mission Statement (see [www.ugm.ca](http://www.ugm.ca)) and Statement of Faith.
- A vibrant and growing relationship with Jesus Christ our Creator, as Savior and Lord.
- Personal lived experience of overcoming addiction.
- 2-3 years of related work experience required.
- Related post-secondary education preferred.
- Knowledge of addiction and recovery, including normative stages of recovery, relapse process and triggers.
- Recovery Coaching and/or Motivational Interviewing expertise.
- 12-step and other non-step recovery knowledge, including local meetings.
- Familiarity with local community supportive resources, including housing, employment, recovery and health services.
- Familiarity with different pathways to recovery; able to adjust to client needs.
- Valid class 5 driver's licence required
- Good English skills (verbal, reading and writing).
- Basic computer skills (Excel, Word and Outlook).
- Ability to work independently.
- Able to effectively identify and solve problems and follow through on initiatives.
- Complete UGM Non-Violent Crisis Intervention Course.

### Behavioural Competencies:

- **Adaptability/ Flexibility (Level 2)**  
Adjust approach to meet needs of changing conditions, situations, and people to work effectively in difficult or ambiguous situations.
- **Christ-likeness (Level 2)**  
Demonstrate the love of Christ in word and deed by living out the values of the Gospel.

- **Client-Service Orientation (Level 2)**  
Provide service excellence by focusing efforts on discovering and meeting needs within personal, professional, and organizational capacities and boundaries.
- **Interpersonal Rapport/Savvy (Level 3)**  
Establish and maintain relationships with others based on mutual respect, trust, sensitivity, transparency, empathy, compassion, tact, and diplomacy.
- **Self-Care (Level 2)**  
Deliberately and continuously apply professional and personal self-care to sustain optimal productivity and maintain physical, mental, spiritual, and emotional health.
- **Self-Management (Level 3)**  
Manage emotions and strong feelings while maintaining a calm and tactful demeanor under a broad range of challenging circumstances.
- **Teamwork and Cooperation (Level 3)**  
Work collaboratively and productively across the organization to achieve common goals, while demonstrating respect, cooperation, collaboration, and consensus-building.

**Working Conditions:**

- **Work Location**  
Work is generally performed indoors within an office environment, with standard office equipment available.
- **Physical Requirements**  
Work will require standing, walking or reaching for up to 70% of the time. Employee is required to look at a computer screen and use a keyboard for up to 30% of the time.
- **Work Conditions**  
Working environment is generally favorable. Lighting and temperature are adequate. Work is performed amid normal conditions of dust, odors, fumes, and noises.
- **Hours of Work**  
Work is weekdays, weekends and evenings.
- **Hazards**  
Hazards are considered minor and controllable.
- **Other**  
Due to the nature of the job, and our commitment to a safe environment, the candidate is subject to a criminal record check.

The above statements are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities duties and skills required of personnel so classified.

**Employee's Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_