



## JOB DESCRIPTION

### Certified Recovery Specialist - Supervised Group Living

**Reporting to:** Supervisor, Supervised Group Living

**EEO Category:** Service Workers

**Created:** 5/12/2017

**FLSA Classification:** Non-exempt

**PRO:** Residential

**Modified Date:** 4/16/2018

#### **POSITION SUMMARY**

To engage and advocate for consumers in recovery goals while providing peer support services and consumer information in emergency, outpatient, or inpatient settings under supervision.

#### **ESSENTIAL RESPONSIBILITIES**

##### **Consumer Engagement and Care (65%)**

- Interact safely and effectively with consumers to engage them in the recovery process
- Assist consumers in identifying personal recovery goals, barriers to recovery, and personal strengths in daily living skills
- Utilize own unique recovery experience to teach and role model the value of each individual's recovery experience
- Work with program supervisor in identifying program elements that are supportive or destructive to recovery
- Teach and/or observe critical skills to promote independence in all areas of daily living including: developing natural supports, independent living, mental health symptom management, medication management, problem-solving, conflict resolution and interpersonal communication in accordance with treatment plan goals.
- Organize and conduct age-appropriate learning sessions in group and individual settings utilizing curriculums and structured trainings
- Attend treatment team meeting and other activities to represent the needs and perspectives of the consumer
- Collaborate and communicate with Residential Team in support of client care

##### **Medication Monitoring (10%)**

- Ensure clients comply with all medication prescriptions
- Keep thorough documentation records of medication compliance

##### **Transportation Management (10%)**

- Oversee and provide transportation for individual and group excursions (i.e. shopping trips, personal appointments, Recovery meetings, etc.) in the community as assigned

##### **Documentation (10%)**

- Maintain documentation and billing in MIX according to Aspire policies and procedures
- Thoroughly and accurately document client's behavior, progress toward individual goals and response to treatment interventions

##### **Professional Development (5%)**

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- Complete and maintain compliance with required trainings and education required for position.
- Participate in appropriate team and/or administrative meetings, assigned committees, in services, and other continuing education/training

## **COMPETENCIES**

### Core Competencies

- **People** – Passionately believes in people and embraces diversity
- **Integrity** – Does the right thing even when no one is looking
- **Laughter** – Believes that laughter is truly the best medicine
- **Learning** – Challenges old paradigms with critical thinking, curiosity and creativity
- **Accountability** – Sets an intentional culture of personal responsibility; believes everyone carries the load
- **Relationships** – Serves colleagues and clients with love, empathy and compassion

### Position-specific Competencies

- **Patient** – Achieve recovery goals by working with clients in steady and helpful manner
- **Detail-oriented** – Ensure accurate medication delivery with meticulous record keeping and follow through
- **Composed** – Remain calm in crisis situations to ensure consumer safety and well-being; Executes Aspire’s crisis management process to mitigate and resolve surprise situations
- **Effective communicator** – Use 2-way communication that demonstrates clarity, care and consideration for clients beliefs, values and judgments
- **Collaborative** – Work with Residential Team to support and execute customized client care plans

## **CRITICAL FUNCTIONAL SKILLS & KNOWLEDGE**

### Education

- High school diploma or equivalent **required**; Associate’s or Bachelor’s degree in Social Work, Psychology, Counseling or a related field from a college/university accredited by the U.S. Department of Education **preferred**
- Completion of Indiana Certified Recovery Specialist training program and passing score on certification exam
- Must self-identify as a current or former consumer and be maintaining a healthy recovery from mental illness
- Basic knowledge of the Recovery Model

### Experience

- One year of related experience in a social service capacity required if no Associate’s or Bachelor’s degree

### Other

- Ability to meet or exceed metric standards that have been established for this organizational level or position within Aspire
- Strong ability to maintain strict confidentiality and handle highly confidential information with professionalism
- Must possess the ability to learn and/or operate relevant computer operating system environments, and demonstrate basic knowledge and skill in the use of typical office equipment (fax machine, copier, scanner, computer, telephone system, postage meter, etc.)
- Must be detail oriented, have excellent organizational skills and be flexible
- Ability to work well under pressure in a fast-paced, time sensitive environment with shifting priorities and multiple deadlines

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- Must have access to reliable transportation, maintain a valid driver's license, current automobile insurance and a driving record that meets the guidelines and requirements of the organization
- Must be able to respond appropriately in crisis situations and manage physically threatening clients by following Aspire protocols
- Show appreciation for and ability to respond to cultural differences, and adjust communication practices accordingly in order to minimize cross-cultural misunderstandings
- Consistent work attendance and compliance with scheduled work hours (excludes approved FMLA absences)
- Must comply with all Aspire policies and procedures, including Aspire Indiana's Corporate Compliance Program as it applies to individual job duties, the department, and the company
- Exercise due diligence to prevent, detect, and report unlawful and/or unethical conduct by fellow co-workers, professional affiliates, and/or agents
- Display a positive work ethic
- Actively participate in performance management and coaching

### **Background Checks**

Employment is contingent on background checks as required by Aspire's policies which may include: Drug Test, Criminal History, Sex Offender Registry Search, State Central Registry Check, Employment Verification, Education Verification, and/or Professional References

### **Supervisory Responsibilities**

This position has no supervisory responsibilities

### **Work Hazard Category**

Category II - Tasks that may involve exposure or potential exposure to blood, body fluids or tissues. Appropriate protective equipment will be readily available to every employee engaged in Category II tasks.

### **Physical Demands & Working Conditions**

The nature of of work may generate considerable physical, mental and visual demands. The physical and working demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work on a computer for extended periods of time
- Daily, weekly, monthly, and/or annual deadlines
- Residential environment with expectation of ability to move/transport throughout the community and beyond in various types of weather
- Ability to be flexible and work other hours, as needed; irregular hours often required
- May be exposed to illness and unsanitary conditions
- Ability to communicate effectively by phone or in person
- Specific vision abilities require close vision, distance vision, peripheral vision, depth perception and ability to adjust focus; must also have adequate vision to read correspondence(s), computer screen(s), form(s), etc.

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- Manual dexterity sufficient to operate keyboard, copier, telephone, calculator, and the ability to write and/or type
- Physical requirements include ability to stand, walk, sit, use hands and finger, stoop, kneel, crouch or crawl, climb or balance
- Must be able to respond appropriately in crisis situations and manage physically threatening clients by following Aspire protocols
- Must be able to occasionally lift and/or move 50 or more pounds
- Frequent communication via phone and in person with family and care team

**Employee Statement of Understanding**

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position. I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.

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Employee Signature

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Date

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Printed Name