

## **RECOVERY SPECIALIST**

The STARS Program is designed to help parents complete the Alcohol and Other Drug (AOD) treatment requirements ordered by the Dependency Courts. These requirements include: entering and completing an AOD treatment program, random alcohol and drug testing, and attendance of support group meetings.

The role of the STARS program is to provide clients with direction, supervision and documentation and to provide Child Protective Services and the Dependency Courts with accurate, timely and informative reports reflecting client's progress.

The method utilized by the STARS Program to ensure that these responsibilities are accomplished is through the Recovery Specialist position. The Recovery Specialist is assigned to the client at intake and in most cases remains with the client until completion of the program. Recovery Specialist duties are extensive and calls for highly trained and skilled professionals.

## **EMPLOYMENT REQUIREMENTS**

### **EDUCATION**

It is required that individuals hired for the position of Recovery Specialist possess a Bachelors Degree or hold a valid certification from a recognized drug and alcohol counselor certification body. At this time, Sacramento County recognizes three bodies, CAADAC, RAS and CAARR. Recovery Specialists may be hired who are in the process of certification and those Recovery Specialists will be allowed a period of two years from the date of hire to complete the CAADAC certification and one year from the date of hire to complete the CAARR or RAS certification.

Recovery Specialists who fail to meet these required deadlines may be granted a six-month extension if they are able to demonstrate in writing that the certification process will be completed in that six-month time frame.

### **Required Recovery Specialist Trainings**

- **AODTI 1,2,3**
- **Mandated Reporter Training**
- **Confidentiality Training**
- **HIPAA Training**
- **Ethics Training**
- **Urinalysis Testing and Observance Training**
- **Court Testimony**
- **Alcohol and Drug Screening Training**
- **Alcohol and Drug Assessment Training**
- **Dependency Drug Court Observation**
- **Americans with Disabilities Act**

## **Recovery Specialist Duties**

### **Client Contacts**

Recovery Specialists are responsible for face-to-face contacts with clients as outlined by the client's Support Service Plan. These contacts are vital to the success of the STARS program and the client's success. Recovery Specialists are required to hold at least fifty percent of these contacts in the field and the rest at the STARS office. Other core functions of the Recovery Specialists with regards to client contacts are:

- Recovery Specialist is required to treat all clients with respect and dignity and to refrain from any conflict.
- Recovery Specialist is required to perform supervised alcohol and drug screenings as outlined in the client's Support Service Plan.
- Recovery Specialist is required to perform an AOD Assessment if a change in treatment is needed.
- Recovery Specialist is required to provide support and encouragement for client's progress and motivation for those who are struggling to achieve compliance.
- Recovery Specialist is required to collect any and all documentation provided by the client regarding AOD treatment, drug testing and support group attendance.
- Recovery Specialist is required to arrange, facilitate and attend a case conference with the client, AOD Treatment Provider and CPS Social Worker within 90 days of intake.
- Recovery Specialist is required to attend Dependency Drug Court or Early Intervention Family Drug Court with client when client receives Graduation Certificate.

### **Client Documentation/Record Keeping**

The STARS program has been assigned the task of tracking and documenting client progress to ensure that Child Protective Services and the Dependency Courts receive accurate information regarding client participation in the required AOD component of their CPS case plan. To this end, Recovery Specialists are to be painstaking about

their paperwork and documentation. Recovery Specialist documentation duties include:

- Recovery Specialist is required to verbally contact assigned Child Protective Services social worker upon client intake.
- Recovery Specialist is required to maintain accurate and updated client files.

- Recovery Specialist is required to monitor client participation and progress in treatment and to accurately reflect said information in client file and reports.
- Recovery Specialist is required to accurately document results of observed, random drug and alcohol screenings in client files and reports.
- Recovery Specialist is required to complete accurate twice-monthly reports in a timely manner.
- Recovery Specialist is required to complete a support service plan update within 90 days of intake and provide CPS social worker with a copy of the update.
- Recovery Specialist is required to contact CPS social worker, AOD treatment provider and STARS Supervisor to advise of *any* positive AOD test.
- Recovery Specialist is required to complete Dependency Drug Court or Early Intervention Family Drug Court Assessments in an accurate and timely manner.