



## Job Description

### Incumbent Name:

**Job Title:** Recovery Specialist  
**Department:** STARS Program  
**Reports To:** Supervisor  
**FLSA Status:** Non-exempt/hourly

### SUMMARY

Bridges, Inc. is responsible for a wide range of services to clients in the drug and alcohol recovery field. S.T.A.R.S. is the Bridges, Inc. program charged with providing CPS and the Dependency Court System with support, assessment, monitoring and reporting of the success of those CPS clients whom it has been determined would benefit from alcohol and drug recovery services. The **Recovery Specialist** is responsible for the case management, monitoring and support of a caseload of individual clients who have engaged in S.T.A.R.S. services.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Facilitate the removal of barriers to successful, sustained abstinence from alcohol and drug use for each individual client.

Develops and maintains encouraging and supportive relationships with clients via frequent face-to-face contacts, telephone contacts, visitations to clients' homes, to treatment provider locations and with "in the field" contacts as appropriate.

#### Client contacts:

1. Schedules, facilitates and tracks face-to-face contacts with clients
2. Administers and monitors the appropriate drug and alcohol use testing of each client following the standards for method and frequency set forth by S.T.A.R.S.
3. Monitors and reports client's attendance and participation in treatment. Monitors effectiveness of treatment, reassessing and recommending changes to treatment location and/or modality when indicated.
4. Monitors and reports client's attendance in required number of Support Group meetings, providing appropriate encouragement and support.
5. Thoroughly documents each element above in client's file in a timely and accurate manner.

Reports compliance in the areas outlined above: reports are submitted to Dependency Drug Court and CPS within timeframes established by Recovery Specialist's Supervisor.

Monitors condition of client to evaluate success of their support service plan, updates plans as needed, and notifies appropriate CPS Social Worker in a timely manner.

Organizes and facilitates case conferences including Social Worker, Treatment Provider and client to ensure everyone has the same up-to-date information on client progress so that any barriers to client's success can be effectively removed.

Maintains the integrity, accuracy and completeness of each client's file and immediately corrects any deficiencies.



Remains in constant communication with Recovery Specialist Supervisor to coordinate workflow and receive proper training and direction.

Is available to testify in court (via phone or in person), when subpoenaed by Dependency Drug Court.

Performs all the above duties while demonstrating the ability to understand and adhere to the appropriate "Code of Conduct" enforced by the Recovery Specialist's specific Registration/Certification agency which MUST be one of the 9 agencies currently authorized by the State of California Department of Alcohol and Drug Programs to certify AOD Counselors.

Other duties may be assigned at anytime via verbal or written instructions.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **MEASURES OF PERFORMANCE**

**Ethics** – Demonstrates ability to understand and adhere to the appropriate "Code of Conduct" of the Certification/Registration agency they are Registered/Certified with; Treats people with respect; Keeps commitments; Inspires the trust of others; Upholds organizational values; Maintains strict confidentiality in accordance with the State Regulations section CFR 42 Part II and HIPAA.

**Interpersonal Skills** – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Professionalism**- Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments

**Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Initiative**- Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed

**Dependability** – Follows instructions, response to management direction; Takes responsibility for own actions; Keeps commitments; Commits to working efficiently to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**Adaptability**- Prioritizes responsibilities in keeping with the overall mission of S.T.A.R.S.; Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events.

**Attendance/Punctuality** – Is consistently at work and on time; Ensures work responsibilities are covered when absent.

**Quantity** – Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

**Quality** – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.



**Safety and Security** – Observes safety and security procedures; Determines appropriate action beyond the guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High School Diploma or equivalent; and two years related experience and/or training in the Alcohol and Drug field; or equivalent combination of education and experience. Must be Certified or “Registered and pursuing Certification” by one of the 9 agencies currently authorized by the State of California Alcohol and Drug Programs to certify Drug and Alcohol Counselors in State Regulations, section 13035.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. Able to interpret and write routine reports correspondence. Able to communicate effectively in groups, speak with customers or employees of an organization.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Mental stability and the ability to get along with coworkers are essential functions of the job, without which an employee is not qualified.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

California Drivers license and proof of personal auto insurance are required. Must be Certified or “Registered and pursuing Certification” by one of the 9 agencies currently authorized by the State of California Alcohol and Drug Programs to certify Drug and Alcohol Counselors in State Regulations, section 13035.

### **PHYSICAL AND EMOTIONAL DEMANDS**

The physical and emotional demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit and reach with hands and arms. The employee is regularly required to stand and walk and occasionally climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.



## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Employees must use all required protective equipment including but not limited to protective clothing and gloves.

## **ACKNOWLEDGMENTS**

I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand that the Company owner retains the right to change this position guide at any time. I understand that this is not a contract for employment.

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Employee

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Date

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Supervisor

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Date