



# Recovery Support Specialist

**Job Summary:** The Recovery Support Specialist's primary responsibility is to engage, guide, and assist individuals in the recovery process during treatment, as well as post treatment. The RSS acts as a liaison and assists client in navigating through systems of services and resources beyond clinical treatment such as education, employment, healthcare and peer support.

## **Duties and Responsibilities (include but not limited to):**

- Willingness to mentor Tadiso's patients.
- Provide supportive assistance to the patient's recovery needs in regards to their Substance Use Disorder.
- Understand a variety of models and theories of addiction, recovery, and other issues related to drug abuse
- Ability to establish a relationship with patient that displays dignity and respect as reflected in professional language and appropriate boundaries.
- Arrange referrals to other agencies, community programs, and other resources to meet the needs of the patient and family.
- Document interactions and progress into patient's electronic medical record; complete all documentation within required time frame.
- Participate in Tadiso's meetings and case consultations as appropriate.
- Participate in Social Services department meetings, agency meetings, and internal and/or external trainings to promote performance improvement.
- Collaborate and communicate with other Tadiso staff, as well as other treatment team and support members, as appropriate
- Utilize motivating techniques to empower patients via education and focus on the tools necessary to support engagement in treatment and navigation through the recovery process.
- Assist the patient with developing and utilizing a recovery support system, as well as modeling appropriate behavior and interactions.
- Other duties as directed by management staff.

## **Language Skills:**

- Demonstrates ability to establish and maintain effective working relationship with clients, staff, public, and other agencies.
- Ability to communicate effectively both orally and in writing.
- Basic Computer Knowledge.
- Proficient Typing skills.



**Education/Requirements:**

**Position requires 5 years lived recovery experience with a substance use condition and current certification as a Certified Recovery Specialist or must be willing to obtain certification within one year of hire.**

- Must have high school diploma/ GED
- Must have valid driver's license, car registration, and insurance
- Must be willing to carry insurance on vehicle specific to the programs needs
- Must be willing to travel
- Must have own transportation
- Child Abuse, FBI, and PA Clearance
- Must have clean driving record

**Physical Demands:**

- Work environment of moderation in temperature, noise
- Sitting at desk for hours
- Close vision at computer
- Repetitive motions for computer use.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of position without compromising patient care
- Must be able to lift 50lbs

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Keyword: Tadiso