



JOB DESCRIPTION

Position Title: Recovery Specialist

Department: Behavioral Health

Reports to: Chief Medical Officer

FLSA Status: Exempt

GENERAL SUMMARY OF DUTIES: Duties will be divided (50/50) between behavioral health and substance abuse disorders. Responsibilities will include scheduling appointments for primary care, and substance abuse treatment; additionally, there will be close review of scheduled appointments with direct patient contact for those missing appointments. Coordinate regular provider meetings to identify what is working and what needs to be adjusted to meet the ongoing needs of patients. Will work under the leadership of the LCSW toward the long-term goal of a fully integrated service delivery system across the organization where patients will engage in their care through an integrated system.

ESSENTIAL FUNCTIONS:

1. Contribute to development and implementation of evidence-based programs for training, prevention, screening, intervention, and treatment services for opioid abuse as outlined in AIMS grant.
2. Provide counseling, information, community referrals, screening and emergency services to persons requesting help with opioid abuse.
3. Conduct screenings/intake assessments and make recommendations for therapy and services or medication treatment as directed or indicated.
4. Develop and implement an individual treatment plan collaboratively with each client. Treatment plans include problems, goals, and measurable objectives.
5. Ensure coordination of relevant services, including but not limited to case management, pharmacological management and med training/support.
6. Provide case management and individual skills training to clients as indicated in treatment plan.
7. Facilitate group sessions on topics relevant to recovery from addiction.
8. Work as a member of an interdisciplinary team with Hope Clinic providers to improve integrated care.
9. Provide crisis intervention to patients of Hope Clinic.
10. Provide courteous, professional service at all times.
11. Complete thorough and timely documentation.

12. Contact supervisor or designated back-up for clarifications of procedures or clinical assistance as needed.
13. Attend all scheduled team meetings. Meet with Behavioral Health Specialist weekly for individual supervision.
14. Maintain a network of professional relationships with relevant service providers in Ellis County.
15. Perform additional duties as deemed necessary by department supervisor within designated timeframes.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Excellent written and verbal communication skills.
- Strong organizational skills

REQUIREMENTS:

- Graduated from an accredited four-year college or university with major course work in a human services field and preferably two (2) years of prior experience in a mental health and/or substance abuse field.

REGISTRATION, CERTIFICATION, LISCENSURE, OTHER QUALIFICATIONS:

- Texas State Registered LCSW or RN preferred.

ENVIRONMENTAL/WORKING CONDITIONS:

Requires full range of body motion including, but not limited to bending, lifting, manual and finger dexterity and eye-hand coordination. Requires standing, walking and/or sitting for extended periods of time. Scheduling may include irregular work hours, may involve lifting and carrying of items up to 50 pounds, requires corrected vision and hearing to normal range, may involve working through urgent and stressful conditions, may involve exposure to communicable diseases or body fluids.

DISCLOSURE STATEMENT:

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all duties and skills required in order to perform the work. The health center reserves the right to revise or change job duties and responsibilities as the business need arises. Additionally, this job description is not intended as an employment contract, implied or otherwise, and the Center continues to maintain its status as an at-will employer. If the essential functions of this position cannot be performed in a satisfactory manner by the employee, reasonable accommodations may be made.

Signature of Employee and Supervisor

I hereby acknowledge that I have read and understand the above mentioned job duties, qualifications, policies, and procedures for this position. I also certify that I received a copy of this job description.

APPROVAL AND DATES:

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Please return to the Human Resources Department
This acceptance statement will be placed in your personnel file as part of your employment records.

