

ADVANCED BEHAVIORAL HEALTH

Lead Recovery Specialist

Job Description

REPORTS TO: Assistant Program Director

SUPERVISES: Direct: None

Indirect: None

PART-TIME/FULL-TIME: Full-Time

NUMBER OF HOURS: 40

POSITION SUMMARY:

The Lead Recovery Specialist (LRS) is responsible for supervision related to all cases assigned to RS's within the local team. The TL will work closely with the Case Management Liaison to oversee and monitor case management activity of all client cases within the region. The LRS is responsible for a small caseload of active cases and for providing case management coverage for all cases in the region as needed. The LRS serves as the primary contact with regional behavioral health providers and the regional DCF and DHMAS office(s). THE LRS will provide and coordinate a full array of engagement/recovery case management services for clients in the Recovery Support Voluntary Program (RSVP) pilot program. The primary goals of the Recovery Specialists are to: Improve linkages between the client, the court in which the client's child protection case is located, DCF workers, treatment providers, and community-based support systems; Provide regularly scheduled reports to the court, all attorneys of record, the DCF social worker, and substance abuse treatment provider(s) identifying engagement in recovery case management, treatment, and community support groups, and sobriety (as measured by tox screens and breathalyzer results). Provide holistic services to maximize the likelihood of client success; Increase the rate of client engagement in the recommended services; Support successful client treatment outcomes; Ensure the client receives quality treatment services in an appropriate treatment setting; and Support the client in increasing her/his recovery capital.

DUTIES AND RESPONSIBILITIES:

- Report feedback on performance of Recovery Specialists to Assistant Program Director;
- The Lead Recovery Specialist will be available at the courthouse on particular court days;
- Track client's participation in recommended treatment services;
- Administer random toxicity screens and breathalyzer tests;
- Review *court specific steps* with parent, especially focusing on any court ordered specific steps that are relevant to substance abuse assessment and treatment, including alcohol and drug testing;
- Work with DCF, the parent and their attorney to obtain any needed releases of information forms;
- Confer with the DCF worker regarding referrals for appropriate services;
- Provide standardized reports to the courts, attorneys of record, and DCF;
- Attend any court proceedings and DCF meetings, including but not limited to hearings, case status conferences, treatment planning conferences, administrative case reviews and Substance Abuse Managed Service System Meetings (SAMSS) scheduled in the case to respond to any questions and to update court staff, DCF, and attorneys of record about current status and future planning for treatment and services, and receive update from DCF and the attorneys about the court case(s) including DCF plans for the child(ren) and permanency planning to include concurrent planning to

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address what to do in the event of non compliance with treatment and “relapse” and promote “relapse prevention”;

- Make engagement attempts with clients in various community settings, including clients’ home, shelters, soup kitchens. Efforts may include attempts to contact clients via home visits and /or letters to last known address, phone calls, visits to shelters or soup kitchens, collaboration with DCF, other case managers, and visits to treatment agencies;
- Assist with service planning for non-clinical needs (e.g., housing, employment, childcare referrals);
- Assistance with arranging transportation to treatment appointments and other community supports;
- Transportation of the client to essential appointments when no other arrangement is timely or/and practical and such transport can be safely achieved;
- Assistance in accessing extant community support services;
- Assistance in accessing urgent and standard basic needs supports;
- Face to face supportive counseling;
- Referrals and contacts with culturally relevant organizations and individuals such as the following, as needed, to establish and maintain adequate community supports: vocational providers, employers, Connecticut Employment Incentive Program (CEIP) grantees; housing agencies, landlords; health care providers; probation/parole officers, crisis intervention services, hospital emergency departments, family members and other natural supports; interpreter services; faith communities (e.g. Churches, etc.), and self-help groups;
- Provide a full array of services, including services that guide the course of client treatment through various levels of care. Including, but not limited to the following: Intake appointment scheduling, review of treatment history, arrange and attend case coordination meetings with clients, DCF social workers, and treatment providers to assure that appropriate issues are being addressed in treatment; In person and/or phone contact to acute service providers to participate in treatment and discharge planning with the client and provider; Tracking participation in treatment through Project SAFE and with service providers;
- Carry a cell phone during working hours (8:30 a.m. – 5:00 p.m.) and respond to all urgent calls within 30 minutes and all routine calls as soon as possible;
- Provide transportation to clients, using personal vehicles;
- Work out of a provider organization;
- Comply and work towards goals established by DMHAS, DCF, and the court;
- Maintain internal communications by notifying supervisors with all relevant client or program-based information;
- Document all case management activities within required time frame and in required format including documentation of all client related activities into electronic database as required by DMHAS;
- Attend all required staff, supervision and training meetings;
- Maintain hard copy of clients’ records with appropriate documentation and signatures;
- Function as a team member of a regional and statewide team, including providing as needed coverage for other members of the team;
- Maintain confidentiality of all client protected health information and adhere to all HIPPA related policies and procedures;
- Perform other tasks/responsibilities as required to support the business operations;
- Demonstrate ethical behavior and cultural sensitivity in all activities involving individuals of diverse backgrounds.

SUPERVISORY DUTIES AND RESPONSIBILITIES:

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Responsible for the day to day supervision/management of staff assigned. This includes, but is not limited to, establishing and maintaining a working environment conducive to positive morale and teamwork; providing orientation and on-the-job training for staff; overseeing the daily responsibilities of direct reports to ensure that ABH policies and procedures are being followed and the program/department goals are being met; referring performance concerns/issues to the next level Manager for advice, next steps and appropriate action.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Associate's Degree in Human Services or related field with 2+ years demonstrated work experience in substance abuse and/or co-occurring disorders is required;

KNOWLEDGE/SKILLS/ABILITIES:

- Demonstrated knowledge of engagement services, substance abuse, mental health services, and community resources;
- Experience with recovery;
- Must have a valid driver's license and reliable transportation and be willing to transport clients in personal vehicle;
- Proof of car insurance verifying minimum insurance coverage of \$100K/\$300K;
- Strong attention to detail; ability to work on multiple tasks and meet deadlines;
- Excellent PC skills with demonstrated experience using Microsoft Office Package (MS Word, Excel, Power Point, Access, Outlook); internet;
- Strong written and verbal communication skills required.