



Appendix A

AmeriCorps Position Description: Recovery Coach

Program: Marshfield Clinic Health System AmeriCorps Recovery Corps
1000 Oak St (F1C), Marshfield, WI 54449

Purpose: Members who will undergo training in the Connecticut Community for Addiction Recovery (CCAR) model of recovery coaching and serve as recovery coaches. *Recovery coaches* will focus on reducing prescription drug, opioid, and other substance use disorders through one-on-one contact, outreach phone calls, and community education. Individuals must be in recovery for at least 12 months OR have lived experience (recovery or substance abuse related).

Duties:

- Strengthen the organizations ability to provide coaching services and resources to individuals in need in the community by working directly with individuals (clients) in recovery through direct case management.
 - Support and enhance healthy activities and programming for clients.
 - Provide regular peer mentorship and engagement.
 - Engage productively in the health and human services workforce.
 - Promote long-term recovery for at least 8-10 individuals who are seeking recovery from a substance use disorder and follow the strict guidelines related to coaching ethics.
 - Share lived direct or indirect experience from at least one year of personal experience in recovery from a substance use disorder.
 - Maintain personal recovery through development of a Recovery Service Plan and routine engagement with host site supervisor and Recovery Corps Program Manager.
 - Develop and monitor personalized Recovery Service Plans for clients based on the Eight Dimensions of Wellness, including spiritual, financial, emotional, physical, environmental, intellectual, occupational, and social.
 - Transition individual from professionally directed Recovery Service Plan to self-directed management of personal recovery.
 - Work with individuals seeking recovery one-on-one on a weekly basis before, during, and after treatment to:
 - Support recovery
 - Provide education and advice
 - Resolve obstacles to recovery
 - Develop recovery support resources
 - Cultivate sobriety-based habits and social activities
 - Help individuals acquire skills for recovery
 - Provide sober companionship
 - Support connections to mutual aid self-help groups (e.g., Narcotics Anonymous)
 - Assist with identification and resolution of personal and environmental recovery obstacles
- Develop, implement, and promote recovery-focused community education and training opportunities.
- Raise awareness about treatment and recovery for substance use disorders in the community
- Initiate referrals to social service organizations as needed.
- Conduct outreach work with individuals seeking recovery.
- Serve as an advocate for the recovery community.

- Recruit, mobilize, manage, and track volunteers to assist with recovery-focused activities and events.
 - Act as a resource guide (e.g., mutual aid groups, sober recreation, advocacy groups, sober living, transportation).
 - Accompany person to recovery activities.
 - Enhance access and reduce barriers to recovery by developing and expanding recovery support services.
 - Provide support to community education efforts through their organization.
 - Submit accurate records, reports and surveys on time as required by AmeriCorps including client contacts and interactions in REDCap, a Member Service Plan, detailed weekly timesheets, quarterly written reflections, volunteer mobilization reports, online data collection reporting, member surveys, and Exit Survey.
- Mobilization for disaster response in Wisconsin (optional).

Knowledge, Skills and Abilities: Ability to provide strong, confidential support to individuals; friendly and outgoing; strong written and verbal communication; competent with a variety of computer and office technology; organized and able to prioritize; maintain a professional and confidential work environment; openness to working with diverse populations and backgrounds; enthusiasm for helping others and willingness to learn.

Other Qualifications: At least 17 years of age by start date; U.S. citizen or lawful permanent resident; must satisfactorily pass criminal background checks; possess a high school diploma or GED; commitment to complete the full term of service

Term of Service: September 13, 2021 – August 31, 2022. Full-time positions available.

Time Requirements: Full-time is 35-40 hours/week, 1700 hours total Service is typically scheduled weekdays, between 8am-5pm, with occasional evening or weekend hours, flexibility is key. Final service schedule negotiated with supervisor. Most service occurs either on site or in the community. A portion of time is required for participation in AmeriCorps training, service projects, and events. A minimum of 25 hours/week on average (FT) required to maintain eligibility for living allowance and benefits.

Training:

- Orientation training September 13-17, 2021 at the Wisconsin Lions Camp in Rosholt. Overnights at a residential camp and participation in all training and team building activities required.
- CCAR training required September 28 – October 2, 2020. Location TBD.
- Midterm training January 12-14, 2021 at the Kalahari Resort in Wisconsin Dells also required.
- 40+ hours of professional training focused in substance abuse prevention & recovery.
- Face-to-face check-in/mentoring meetings with supervisor weekly.
- Monthly Team Meetings & AmeriCorps training offered online the first Thursday of each month.
- Statewide Opening Ceremony in October (optional) offering a variety of speakers and training.
- Additional topics covered include conflict resolution, career planning, leadership, disaster response (optional) and AmeriCorps policies and procedures.

Benefits:

- A meaningful experience that allows you to learn new skills, take on more responsibility than a typical first job, and engage with your community in intensive and effective ways.
- Bi-weekly living allowance, \$580. Full-time
- Post-service education award, \$6,345. Full-time
- Health/dental/vision insurance plan, premium paid in full by AmeriCorps
- Childcare assistance (income eligible), 80-100% of care costs
- Loan deferment and payment of interest accrued (qualified federal loans)

- Networking opportunities during year of service, and development of references for future employment, graduate school, Peace Corps or scholarships

Evaluation and Reporting: Mid-term and final performance evaluations conducted by supervisor; weekly timesheets; weekly face-to-face check-ins with supervisor; Member Service Plan; quarterly reporting on the number of clients, client progress towards goals, resources and activities.

I have read the AmeriCorps position description for Recovery Coach and understand my responsibilities.

SIGNATURE - Member	Date Signed
Printed Name	

This document must be signed and dated on or before the first date of service.

Updated 03/2021