



Families Against Narcotics

Your **connection** for information, resources, and support.

Peer Recovery Coach

Duties will include:

- Provide Support services to clients in person, by phone, and in the community setting.
- Respond to client's concerns by identifying, developing, and expanding upon their strengths and capacities.
- Assist clients in accessing and effectively using community resources related to housing, medical care, education, vocational training, and access to social, spiritual or leisure activities, etc. before, during, and after services.
- Provide presentations, group facilitation, and training within the community as needed.
- Teach and model daily living and recovery management skills with clients in real-world settings.
- Educate patients on the Patient-Centered Medical Home model of care and inform patients about same-day access, preventative care, and on-call resources.
- Promote efficient, organized and pleasant office operations in the health center and in the community, consistent with the organization's mission to offer care in an atmosphere of dignity and respect.
- Establish and foster strong working relations with employees and management.
- Maintain accurate records of valuable company and programming information.
- Maintain confidentiality of participants upholding the Health Insurance Portability and Accountability Act (HIPAA).
- Always represent the organization in a professional manner.
- Learn and maintain knowledge of all FAN programs and national trends in substance abuse prevention and treatment
- Able to work independently yet seek resources or team assistance when needed
- Knowledge of the disease of substance use disorder through direct working experience or course work.
- Knowledge of motivational interviewing, engagement strategies, co-occurring disorders, stages of change theory, and community resources.
- Strong belief in a family-centered practice.
- Open-mindedness about multiple paths to recovery.
- Ability to share personal substance use disorder long term recovery experience
- Knowledge of creating client-centered recovery and transition plans helpful.
- Strong written and verbal communication skills.



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Qualifications:

- Must have at least two years of continuous sobriety from drugs and alcohol.
- Successful completion of a pre-employment drug screen.
- Successful completion of a background check
- Completion of a Peer Recovery Coach Training (CCAR OR MDHHS), preferred or willingness to attend a 30-hour training (paid by FAN)
- Completion of a 16-hour Ethics class within 6 months of hour (paid by FAN)
- Organized and efficient in effectively managing multiple projects
- Knowledge of Microsoft Office including Excel, Word, PowerPoint
- Knowledge of Google products such as Drive, Gmail and Calendar
- Strong interpersonal, communication, technical, and analytical skills,
- Pays attention to detail
- Valid Michigan's Driver's license and proof of insurance.
- Reliable transportation
- Must be flexible and possess cultural awareness and sensitivity.
- Knowledge of opiate abuse prevention
- Articulate and approachable
- High school diploma or equivalent, required
- One year of peer coaching or related experience, preferred.
- Ability to lift to 25 lbs., and sit, stand, bend, climb, lift, carry and/or reach frequently and for extended periods of time

This is a paid contract position. No benefits included. Hours are not guaranteed.