



Families Against Narcotics

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

FAN Family Recovery Coach

This individual must provide verified completion of CCAR certification. He or she will be connected to and work with the families of loved ones suffering from substance use disorder. The Family Recovery Coach provides compassion, support, and resources to help families cope with specific issues, including enabling, codependency, setting healthy boundaries, and other family dynamics.

The FAN Family Recovery Coach (FRC) duties will include, but not be limited to:

- Oversee the development and maintenance of the family recovery wellness plans within the program and their assigned clients
- Provide compassion, support, and resources to help families cope with specific issues, including enabling, codependency, setting healthy boundaries, and other family dynamics
- Maintain appropriate boundaries on a personal, financial, emotional, and ethical level
- Perform all job duties and responsibilities in accordance with professional code of ethics, standards of conduct, and policies and procedures.
- Learn and maintain knowledge of all FAN programs and national trends in substance abuse, prevention, and treatment
- Monitor expenditures of programs and track supplies purchased for programming
- Maintain accurate records of valuable company and programming information
- Maintain confidentiality of information, upholding the Health Insurance Portability and Accountability Act (HIPAA)
- Participate in program and collaborative events, trainings, and fundraisers
- Other duties as assigned within the scope of the position that contribute to the advancement of the FAN/HNH mission
- Help facilitate the Stronger Together program on a rotating basis:
<https://www.familiesagainstnarcotics.org/strongertogether>
- Participate in and/or facilitate The Coaching Corner:
<https://www.familiesagainstnarcotics.org/coachingcorner>
- Attend monthly FAN Forums: <https://www.familiesagainstnarcotics.org/greatlakes>

Qualifications:

- Lived experienced with someone with substance use disorder
- High school diploma or equivalent required
- Valid Michigan driver license and proof of insurance
- Reliable transportation to meet with clients
- Clear pre-employment drug screen
- Clear ICHAT, National and State Sex Offender Registry, and Central Registry criminal background checks

- Ability to treat families with compassion and respect to help them heal
- Certificate of completion from the Connecticut Community for Addiction Recovery (CCAR) Recovery Coach Academy
- Strong interpersonal, written and verbal communication, technical, and analytical skills
- Attention to detail
- Must be flexible and possess cultural awareness and sensitivity
- Ability to adjust hours of work based on community needs, including some evenings and weekends
- Able to work independently, yet seek resources or team assistance when needed
- Ability to share personal lived experience with someone with substance use disorder
- Articulate and approachable
- Available for additional training such as Ethics, Motivational Interviewing, etc.
- Ability to lift up to 25 lbs. and sit, stand, bend, climb, carry, and/or reach frequently, and for extended periods of time

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