**Bi-lingual (English/Spanish) Outpatient Resource Specialist,**

**Certified Recovery Mentor**

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**JOB SUMMARY:** The successful candidate will work as part of a team providing case management services to assigned Outpatient clients. The Resource Specialist will provide resources and informational support to clients and/or their families receiving Substance Use Disorder (SUD) treatment services. The work requires the ability to respond sensitively to client needs for support. Resource specialists will assist the client in identifying and addressing possible barriers to long term recovery. Resource Specialist will connect clients with community agencies and resources to address employment, housing, and other needs to establish and maintain a healthy environment to support recovery. The Resource Specialist is an active member of the Treatment Team and may utilize their own recovery experience to support and advocate for clients. May be assigned life skills groups, one on one mentoring or other service components depending on individual client needs. Resource specialists at Outpatient facilities may also be assigned new client intake or reception duties to cover staff as needed.

**SUPERVISED BY:** Program Manager

**STATUS:** This position non-exempt, full time

**Supervision Exercised:** None

**Essential Functions**:

* Assists client in identifying their recovery goals and strategies.
* Assist client in identifying and utilizing natural supports.
* Identify and maintain current information concerning community resources (housing, food, utility assistance, childcare, and emergency resources) and application procedures for accessing public assistance resources (TANF, OHP, HUD, Head-Start, etc.).
* Assist individuals in meeting necessary requirements to retain services and supports
* Support Client in gaining skills to live a self-directed life.
* Establish rapport by demonstrating and maintaining clear, consistent, appropriate, and therapeutic boundaries.
* Ability to work independently, professionally, and collaboratively with clients, co-workers, and community partners
* Complete accurate clinical documentation in EHR, meeting established deadlines
* Demonstrate knowledge and experience applying principles of Peer Support Specialists and the Recovery Model.
* Attend treatment team and staff meetings
* Perform other work as assigned.

**JOB REQUIREMENTS**

**Experience and Skills Requirements:**

* Fluent in Spanish and English
* Demonstrated history of collaborative work with community or human service agencies
* Ability to work sensitively with diverse populations and with individuals of differing cultural backgrounds
* Ability to focus on and reinforce positive strengths and behaviors
* Minimum 2 years’ working with individuals in recovery
* Ability to work with difficult individuals, including those with a criminal background
* Basic computer literacy, ability to operate standard office equipment

**Education/Licensure/Certification requirement:**

* Current, valid, Peer Support Specialist, Certified Recovery Mentor certification
* Current Registration with state as Traditional Health Care worker
* High School diploma or equivalent
* Obtain and maintain National Provider Identifier (NPI) number

**Background:** Clear background and Medicaid Fraud check.

**Work environment:** This job has varied duties. Visual acuity is required for documentation and viewing of computer monitor, with periods of work in a standard office environment. Occasional area/local travel to various company facilities, community partners, outside agencies is necessary.

**Not Comprehensive List:** *This is not intended to be a comprehensive list of all duties and responsibilities and is representative of the scope of the work. The duties and responsibilities listed in this job description may be subject to change at any time due to reasonable accommodation or other reasons.*

*Upon receipt of this form, you agree with all responsibilities listed above and acknowledge receipt of the job description and acknowledge that you can perform all the essential functions of the position, with or without reasonable accommodation.*

Name ( print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_