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| **Department:** | Franklin County Human Services |
| **Organization:** | Franklin County Drug and Alcohol |
| **Job Code / Title:** | Recovery Support Specialist |
| **Position Number:** | 01 |
| **County:** | Franklin/Fulton |
| **Headquarter City/Address:**  **(Work Location)** | 218 North Second Street  Chambersburg, PA 17201 |
| **Type of Job:** | Merit |
| **Union:** | None |
| **Bargaining Unit:** | None |
| **Seniority Position:** |  |
| **Type Position:** | Full Time |
| **Salary Range:** | $14.92 |
| **Pay Range & Step:** | 10 |
| **Posting Length:** | 5 Business Days |
| **Posting Dates:** | 05/03/2017 – 05/10/2017 |
| **Contact Name / Number:** | Charles Martin III / (717)261-3150 |
| **Additional Information:** | 37.5 hours per week |
| **Job Description:** | See Attached |
| **Last Date Job Applications**  **Will Be Accepted:** | 05/10/2017 |

**RECRUITMENT METHODS:**

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

* Transfer
* Voluntary Demotion
* Reemployment
* Merit System

**ELIGIBILITY – ALL CANDIDATE(S):**

1. Must meet the minimum experience and training (METs) required for the job.  The METs for this position are:

NECESSARY SPECIAL REQUIREMENTS

Full certification as a recovery support specialist by a statewide certification body which is a member of a national certification body or certification by another state government’s substance use certification board or the ability to obtain certification within one (1) year of employment.

1. County of Franklin Approved Additional Special Requirements:  None

3.  Must be eligible for selection in accordance with Merit rules.

**HOW TO APPLY – ALL CANDIDATES:**

The following materials must be received by 4:30 pm on or before 05/10/2017.  Late applications will not be accepted.

1. Completed County of Franklin Employment Application, (Need not be notarized).  The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please send applications to:

Attn: Charles Martin III   218 North Second Street, Chambersburg, P.A. 17201

**Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.**

**FRANKLIN COUNTY**

**RECOVERY SUPPORT SPECIALIST** February 4, 2016

Position Description Non-Exempt

**OVERALL OBJECTIVE OF JOB**

This is public contact work providing non-clinical support services to promote wellness in individuals initiating and maintaining long-term recovery from substance use disorders in a Department of Health funded Single County Authority or other licensed treatment facility.

An employee in this job is responsible for providing support services to individuals in recovery from substance use disorders by helping them gain access to needed resources in the community, assisting them in overcoming barriers, and helping them bridge gaps between their needs and available resources. Employee will function as a role model to peers; exhibiting competency in personal recovery and use of coping skills; serve as a consumer advocate, providing consumer information and peer support for clients in outpatient and inpatient settings. Work involves assisting individuals in self-identifying personal goals for recovery, assisting individuals in determining the steps to reach their recovery goals, and providing an environment of mutual respect, empowerment and opportunity to promote self-sufficiency. Work involves serving as an advocate through the various stages of recovery and recovery maintenance. Work also involves helping individuals assertively link to public service, educational opportunities, employment and vocational skill services. This employee will perform the work in accordance with established regulations, policies and procedures; but, is expected to exercise initiative and independent judgment while performing the duties as a Recovery Specialist.

**ESSENTIAL FUNCTIONS OF JOB**

1. Advocates for individual and family needs with substance use professionals, mental health professionals, medical professionals and other within the general community.
2. Encourages individuals’ empowerment in asserting their rights and needs.
3. Provides instruction and role modeling and coaches individuals in skill building activities such as budgeting, job interviewing, civic involvement, or self-assertiveness training.
4. Problem-solves with individuals and interacts with other “team members” (treatment staff, probation officers, etc. as applicable) to eliminate obstacles and barriers to recovery, e.g. linkage to child-care, transportation, housing, etc.
5. Provides input to individuals developing a personal recovery plan which provides self-determined direction to one’s recovery process.
6. Conducts recovery check-ups and promotion by observing behavior and forms of individual contacts and feedback such as telephone or e-mail.

**RECOVERY SUPPORT SPECIALIST**

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**ESSENTIAL FUNCTIONS OF JOB** **CONT’D**

1. Advises and informs individuals regarding community resources, including housing, employment, education, transportation, recreation, health, religious/spiritual and other resources needed to meet goals, objectives and needs.
2. Prepares written documentation of services provided to individuals and the effectiveness of delivered supports.
3. Researches, designs and/or implements needed recovery support service mechanisms and processes in local communities.
4. Serves as an advocate for clients.
5. Performs other related duties as required.

**OTHER DUTIES OF JOB**

1. Provide community outreach services/training as needed.

2. Attend meetings, training, and in-services, as required.

3. Assist in resolving client/program/provider complaints.

4. Perform other job related duties, as required.

**SUPERVISION RECEIVED**

Receives occasional instruction from Drug & Alcohol Administrator in regard to daily work duties.

**SUPERVISION GIVEN**

None.

**RECOVERY SUPPORT SPECIALIST**

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I HAVE READ THE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF RECOVERY SUPPORT SPECIALIST AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

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(Signature of Employee) (Date)

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(Signature of Supervisor) (Date)

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.