

JOB DESCRIPTION

Position Title: Recovery Coordinator	Job Status: Full-time, non-exempt \$37,000-\$42,000
Department: Community Connections	Location: Drop-In Center
Reports To: Program Manager	Number of People Supervised: None

POSITION PURPOSE

The Recovery Coordinator position at Kaleidoscope serves a pivotal role in supporting adolescents, young adults, and their families grappling with substance use. With a focus on evidence-based approaches, this role facilitates weekly therapeutic groups and fosters community engagement through initiatives such as the Community Advisory Council (CAC). Working closely with the Program Manager and the Youth Leadership Advocate, the Recovery Coordinator will identify individuals in need of support and build a robust referral network. Furthermore, they play a crucial part in organizing open recovery groups (NA/AA/12-Step).

ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)

The following list of duties or tasks is not intended to be complete but to represent some of the tasks required under each of the major responsibilities.

Direct Support

- Facilitate weekly recovery group sessions using evidence-based curricula A-CRA and CRAFT.
- Provide individualized support through one-on-one sessions as needed, utilizing A-CRA and resource coordination.
- Collaborate with team and community partners recruit youth for program participation.
- Co-facilitate weekly NA/AA/ 12-Step groups for the community.

Community Engagement

- Create and build relationships with recovery service community partners to increase resource availability for young people.
- Coordinate and attend outreach events within the community.

Administrative

- Proper and timely documentation and data collection as appropriate for the program.
- Maintain cleanliness and organization of community spaces, ensuring a welcoming environment for all participants and visitors.

EDUCATION & RELATED WORK EXPERIENCE

Education Level/ Years of Related Work Experience: (minimum & preferred educational requirements necessary to perform this job successfully)

High school diploma/ GED with 4 years of relevant experience working with system impacted youth/young.
 Some college with 3 years of relevant experience working with system impacted youth/young people.
 Bachelor’s degree with 1 year of relevant experience working with system impacted youth/young people

- 3+ years of involvement with substance use programming or services (preferred)
- Bachelor’s degree in social services, education, Licensed Substance Abuse Counseling (LSAA) or

another related field (preferred).

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CONDITIONS OF EMPLOYMENT

(Describe any specific conditions for employment relative to this position)

Must be able to pass comprehensive criminal, sexual offender, MVD background checks.
Must have car, valid driver's license, and meet state required automobile insurance minimums.

WORK ENVIRONMENT AMERICANS WITH DISABILITIES ACT

Equipment Used:

PC and standard office equipment, including utility dolly

Physical Requirements:

The position requires the ability to lift 40 pounds unassisted, 45 and above pounds with assistance.

Equal Employment Opportunity

New Day Youth and Family Services provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Job Responsibilities

The previous statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. New Day Youth and Family Services may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS

Creation Date:

Revision Date:

Supervisor: I have approved this job description and reviewed with my employee.

Signature:

Date:

Employee: I have reviewed this job description with my supervisor and acknowledge receipt.

Signature:

Date:

Executive Director/Department Director

Signature:

Date: