

## **Simon House – Recovery Coach**

Simon House has been a leader in men's residential addiction treatment since 1984. We seek to guide and empower individuals to achieve long term recovery from addiction and all of its effects.

### **Position Summary**

We are seeking an enthusiastic individual to join our dynamic Recovery Coach team!

This position is responsible for the operational and administrative interactions with the residents to ensure a safe and supportive recovery environment. Staff are actively involved in resident supervision, administration activities and resident relations. This position is supported by the counselling staff who are on call during the evenings and weekends. This is a 24/7 position where availability to work evenings, weekends, holidays and awake overnight shifts is required.

### **Resident Relations**

- Interact with all residents to establish rapport including modeling the organizations values
- Assist residents in settling in by introducing them to the brothers, explaining the chore list, group times and house meeting times (Seniors, Brothers, Sponsor, Alumni, Grad)
- Ensure that new residents have access to the vans for meetings during the first seven days of residency.
- Maintain resident rapport to assist the resident in developing self-sufficiency, behavior modification as guided by the resident contract of conduct and obligations and the 12 Step model of recovery.

### **Operational Duties**

- Perform urinalysis and breathalyzer tests as per the drug testing schedule
- Ensure empty beds and rooms are clean and ready for new residents including the packing up and completion of an inventory of an exited resident.
- Maintain a clean and safe work environment which includes resident chore supervision, light housekeeping of the main office and staff washrooms, including the Thursday Night weekly clean up.
- Perform room and bed checks as per policy.
- Assist new residents in obtaining bedding, clothing and toiletries as required.
- Prepare food as necessary and oversee snack times.
- Medication audits (for night staff trained in the medication audit process and remediation)

### **Administrative Duties**

- Tasks associated with the main desk such as FYI Database entries (journal, payments, resident case notes, telephone inquiries, dispensing of medication, completion of Telephone Intake Questionnaire, visitor and contractor supervision and sign in).

- Log all resident interactions in FYI to maintain consistent and thorough documentation and information communication with the counselling team and management.
- Complete the intake process of a new resident
- Complete Resident Movement and Relocation forms ensuring that the information is distributed to management as required.

#### **Qualifications & Competencies**

- Working knowledge of the 12 Steps of Alcoholics Anonymous is strongly preferred.
- Addiction Certification or equivalent
- Conflict resolution communication and relationship skills and training.
- Ability to tolerate stressful situations.
- Ability to communicate effectively with residents of different backgrounds, cultures and education levels.
- Ability to model and live the organizations values.
- Demonstrated willingness to continue to continue learning in the field of addiction treatment.
- Simon House is recruiting for Daytime and Overnight shifts

Please email your resume and cover letter to [preyraud@simonhouse.com](mailto:preyraud@simonhouse.com).

We thank all applicants for applying and we will retain all applications on file for future opportunities.