



## Recovery Coach Coordinator

Healthy Acadia, a community health coalition serving Maine's Hancock and Washington counties, has an anticipated opening for an experienced community professional to join a dynamic team passionate about making it easier for all people to lead healthier lives. The Recovery Coach Coordinator fosters collaborative partnerships and supports volunteer efforts resulting in a recovery coach system to serve communities in Hancock and/or Washington counties. The right individual must be highly motivated, be a facilitative leader, and have excellent communication, mobilization, social media and community relations skills. Familiarity with local communities is a plus.

Responsibilities: The Recovery Coach Coordinator will recruit, screen, train, and provide oversight for recovery coach volunteers in Hancock and/or Washington counties. The Coordinator will support volunteers in scheduling and managing recovery coach sessions, and s/he will work to expand Recovery Coach engagement in various systems, such as healthcare systems. The Coordinator will also support the coordination of monthly supervision training meetings for volunteer recovery coaches. The Coordinator will assist recovery coaches in capturing accurate data and will facilitate all required paperwork and evaluation forms for the Recovery Coach system.

Qualifications and Experience Sought:

- Personal characteristics of maturity and professionalism with a sincere desire to work with recovering individuals and the recovery community.
- Highly self-motivated, ability to work independently from office or community.
- Successful coordinator must be a CCAR authorized Recovery Coach (can be trained as part of hiring process).
- Appreciation and affinity for those persons and families in addiction recovery, and must have a strong understanding of the recovery community.
- Warm, personable and approachable. Ability to work with diverse people, and to build and maintain strong working relationships with diverse partner organizations.
- Strong communication skills; ability to listen well, speak and write effectively.
- Ability to manage and disseminate information effectively.
- Team player with high professional standards, positive attitude and flexibility.
- Due to the nature of this position, it is highly suggested that the coordinator be a person in long-term recovery, or have a strong demonstrated personal experience with the recovery process.

We are seeking one part-time (~20 hrs/week) coordinator in each county or one full-time coordinator to serve both Hancock and Washington counties. A competitive wage is available. Vehicle and regular travel throughout each county is required; occasional weekend and/or evening meetings expected.

To apply: Email in a single attached document a cover letter, resume and contact information for three professional references to: Denise Black, [denise@healthyacadia.org](mailto:denise@healthyacadia.org). Deadline for application submission is 5:00 pm, Wednesday, January 10, 2018; or when suitable candidate is found.

*Healthy Acadia is a 501c3 charitable organization. We provide equal opportunity to all applicants and employees regardless of race, color, religion, national origin, sex, age, sexual orientation, physical and mental disability, veteran status, or any political or union affiliation.*