



## **AmeriCorps/Maine RecoveryCorps Coaches help people to succeed on their recovery journey**

### **About Maine RecoveryCorps**

Maine RecoveryCorps is a unique AmeriCorps volunteer service opportunity coordinated through Healthy Acadia that focuses on offering recovery support services in communities throughout Mid-coast and Northern Maine. Maine RecoveryCorps members offer direct peer-to-peer support with the aim to improve recovery success among individuals facing substance use disorders, with an emphasis on opioid use disorders. In addition, Maine RecoveryCorps members build community awareness through outreach and education, and develop local and regional recovery resources.

Maine RecoveryCorps members serve in a variety of ways:

As Recovery Coaches, members act as personal guides and mentors for people seeking recovery, helping them to remove barriers and navigate systems to meet their treatment, wellness and recovery support goals.

As systems and support advocates, members work closely within their communities to provide education to de-stigmatize recovery efforts and to build capacity and local resources.

As AmeriCorps volunteers, members join with thousands of other volunteers across the nation providing valuable services at the community level, and to provide assistance with relief efforts at the time of local disaster.

Healthy Acadia, along with multiple other organizations across an eight-county service area (Aroostook, Hancock, Kennebec, Knox, Penobscot, Piscataquis, Waldo, and Washington) are engaged in this program. Each RecoveryCorps member will be housed at an organizational 'service site' in one of these regions, and may have site specific duties.

Potential RecoveryCorps members who self-identify as being in personal recovery from substance use themselves must be actively engaged in their own recovery process. While people build their recovery at different rates, applicants must display a strong base in their personal recovery, and have a required minimum of one year in active recovery engagement. Please note: people with a commitment to the recovery process who do not have personal histories of past drug or alcohol use are also encouraged to become RecoveryCorps members, if they have strong demonstrated personal experience with the recovery process.

RecoveryCorps honors all paths to recovery and helps to promote recovery by removing barriers and obstacles to recovery through serving as a personal guide and mentor for people seeking recovery.



## **How to Apply**

### **1) Fill out a pre-screening questionnaire:**

- Click on this link > <https://forms.gle/mZqqti3jr64E22bM6>
- or go to [www.healthyacadia.org](http://www.healthyacadia.org) > click on “Serve as a Recovery Corps Recovery Coach”

### **2) Register with AmeriCorps:**

- <https://my.americorps.gov> > click “Apply to Serve” > register and create an account

### **3) Fill out an AmeriCorps/Maine RecoveryCorps application:**

- Once registration is completed with AmeriCorps, the applicant needs to apply directly to Maine RecoveryCorps program:
  - In the AmeriCorps portal >search for “**Maine RecoveryCorps**” and apply specifically to this program.

Please contact Paige Johnston, Maine RecoveryCorps Program Director, for additional info: [paige@healthyacadia.org](mailto:paige@healthyacadia.org) or 207-412-2288 ext 408

## **Position Description:**

Healthy Acadia, along with multiple other organizations across an eight-county service area (Aroostook, Hancock, Kennebec, Knox, Penobscot, Piscataquis, Waldo, and Washington) is seeking full-time and minimum-time RecoveryCorps members to:

- Serve as a recovery coach to support individuals in recovery from substance use disorder, including opioid use disorder, which includes:
  - Meet regularly with individuals in recovery to support their recovery needs and goals, including to develop and implement a wellness plan
  - Provide non-clinical, peer support that helps people stay engaged in recovery and reduce the likelihood of recurrence
  - Focus on issues such as building a new community of friends, finding housing and employment
  - Assist individuals to access needed services and resources
  - Help people navigate health care and social service systems
  - Help address barriers to independence and recovery
  - Ensure compliance with all data tracking and reporting
- Participate in required AmeriCorps trainings and meetings, including
  - AmeriCorps Program Orientation



- Recovery Coach Academy and Ethics training
- Monthly AmeriCorps member meetings (teleconference & in-person)
- Conduct outreach/education about recovery coach program
- Develop local and regional resources for recovery
  
- Recruit volunteers to support recovery processes within service site
- Submit required program reports and timekeeping in a timely manner
- Adhere to the following guiding principles of recovery coaching:
  - Recovery coaching is a strengths-based approach to recovery (rather than focusing on the pathology of substance use disorder)
  - Recovery coaches support all paths to recovery
  - Recovery coaches engage people in a peer-to-peer relationship that is participatory and empowering
  - Recovery coaches provide support services that are person-centered and include education, support, and motivation

#### **Eligibility & Preferred Skills:**

- Be a citizen, national, or lawful permanent resident alien of the United States
- Be at least 21 years of age at the start of service
- Satisfy the National Service Criminal History Check eligibility criteria and locally-defined eligibility criteria
- Have a high school diploma or its equivalent
- Be computer literate, have verbal and writing communication skills
- Ability to travel within service area (a car is very helpful)
- Have experienced substance use disorder and recovery either directly themselves or through a loved one or friend
- Be patient, persistent, open-minded, respectful
- Be committed to serving people seeking recovery
- Be skilled in motivational enhancement, active listening, communication, and problem solving;
- Have ability to: provide emotional support, assess recovery capital, connect individuals with necessary resources, serve as a community liaison, work with people from different backgrounds

#### **Ineligible Persons:**

- Anyone who is listed, or required to be listed, on a sex offender registry is ineligible to serve or work in a covered position.
- Anyone convicted of murder is ineligible to serve or work (as defined in 18 U.S.C. § 1111).
- Anyone who refuses to undergo the National Service Criminal History Check



(NSCHC) is ineligible to serve or work.

- Anyone who makes a false statement in connection with a program's inquiry concerning the person's criminal history is ineligible to serve or work.

### **Required Orientation and Trainings**

- CCAR Recovery Coach 4-day Training (previously trained individuals are encouraged to apply trained; successful applicant without previous CCAR training will be provided training, dates TBA)
- RecoveryCorps Onboard Training (starting in mid-September, dates TBA)
- Volunteer Management (dates TBA)
- CCAR Recovery Coach Ethics Training (dates TBA)
- Monthly supervision and technical assistance (teleconference / in person)
- Additional trainings and service requirements as needed (dates TBA)

### **Term of Service and Time Requirements:**

*For full-time members:* Starting immediately and continuing through August 2020. This is a 10-12 month, position, Monday through Friday; some nights and weekends may be required (approximately 36 - 40 hours per week).

*For part-time members:* This is a part-time, 300 hour position, approximately 6-8 hours per week or more, depending on the start date, and continuing through August 2020; specific schedule and hours served per week will vary based on the needs of the member, the service site, and the start date.

### **Program Benefits:**

- *For full-time members:*
  - \$13,732 total living allowance, paid in bi-weekly increments
  - End of Service Segal Education Award (\$5,920)
  - Health benefits
  - Child care assistance (if applicable and eligible)
  - Potential to forbear student loans while in service
- *For minimum-time members:*
  - up to \$1,000 total stipend
  - End of Service Segal Education Award (\$1,252.91)
- *For full and minimum-time members:*
  - Mileage reimbursement
  - A nation-wide network of thousands of AmeriCorps members and alums
  - Potential benefits through Employers of National Service



## **Prohibited Activities:**

### **I. Prohibited Program Activities**

Maine RecoveryCorps is an AmeriCorps program supporting the ethic of the National Service movement and the guidelines of the AmeriCorps program.

Prohibited activities *during service time* include:

- (a) Attempting to influence legislation.
  - (b) Organizing or engaging in protests, petitions, boycotts, or strikes.
  - (c) Assisting, promoting or deterring union organizing.
  - (d) Impairing existing contracts for services or collective bargaining agreements.
  - (e) Engaging in partisan political activities or activities designed to influence the outcome of an election to any public office.
  - (f) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
  - (g) Engaging in religious instruction, conducting worship services, or engaging in any form of religious proselytization.
  - (h) Providing a direct benefit to:
    - (1) A business organized for profit;
    - (2) A labor union;
    - (3) A partisan political organization;
    - (4) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986, except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
    - (5) An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;
  - (i) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
  - (j) Providing abortion services or referrals for receipt of such services;
  - (k) Trafficking in persons – This grant is subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C 7104);
  - (l) Purchasing sterile needles or syringes for the hypodermic injection of any illegal drug; and
  - (m) Distribution of any needle or syringe for the purpose of preventing the spread of blood-borne pathogens in any location that has been determined by the local public health or local law enforcement authorities to be inappropriate for such distribution.
  - (n) Fundraising (not more than 10% of the member's time)
- AmeriCorps members may not:
- (1) Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment.
  - (2) Write a grant application to the corporation or to any other Federal agency.
- (o) Such other activities that the Corporation determines will be prohibited, upon notice to the grantee.

Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps logo should not be worn while doing so.



## II. Supplementation, Non-Duplication and Non-Displacement

(a) **Supplementation:** Grant funds may not be used to replace state or local public funds that have been used to support Programs or projects of the type eligible to receive Corporation Grant funds. For any given Program, this condition will be satisfied if the aggregate non-federal public expenditure for that Program or project in the fiscal year that support is to be provided is not less than the previous fiscal year.

(b) **Non-Duplication:** Grant funds may not be used to duplicate services that are available in the

locality of a Program or project. The Grantee may not conduct activities that are the same or substantially equivalent to activities provided by a state or local government agency in which the Grantee entity resides.

(c) **Non-Displacement:**

(1) **Prohibition on Displacing an Employee or a Position.** The Grantee may not displace an employee or position, including partial displacement such as reduction in hours, wages or employment benefits, as a result of the use by such employer of a member in a Program or project.

(2) **Prohibition on Selecting an Employee for Participation.** The Grantee may not select a member who is employed by the Grantee or who was employed by the Grantee in the previous six months, unless the Corporation's AmeriCorps Program Office waives this requirement upon a sufficient demonstration of non-displacement.

(3) **Prohibition on Promotional Infringement.** The Grantee may not create a community service opportunity that will infringe in any manner on the promotional opportunity of an employed individual.

(4) **Prohibition on Displacing Employee Services, Duties or Activities.** A member in a Program or project may not perform any services or duties, or engage in activities that would otherwise be performed by an employee, as part of the assigned duties of such employee.

(5) **Prohibition on Supplanting, Hiring or Infringing on Recall Rights.** A member in a Program or project may not perform any services or duties, or engage in activities, that:

i) Will supplant the hiring of employed workers; or

ii) Are services, duties or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

(d) **Other Prohibitions.** A member in a Program or project may not perform services or duties that have been performed by or were assigned to any:

(1) Currently employed worker;

(2) Employee who recently resigned or was discharged;

(3) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;

(4) Employee who is on leave (terminal, temporary, vacation, emergency or sick); or

(5) Employee who is on strike or is being locked out.

## III. Fundraising

(a) AmeriCorps members may raise resources directly in support of your program's service activities.

(b) Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:

(1) Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;

(2) Writing a grant proposal to a foundation to secure resources to support the training of



volunteers;

(3) Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;

(4) Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;

(5) Seeking donations from alumni of the program for specific service projects being performed by current members.

(c) AmeriCorps members may not:

(1) Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment;

(2) Write a grant application to the Corporation or to any other Federal agency.

(d) An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities, as described in § 2520.40.