



## **Recovery Coach Coordinator - Washington County**

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

**Responsibilities:** The Recovery Coach Coordinator will recruit, screen, train, and provide oversight for recovery coach volunteers in Washington County, along with providing direct recovery coaching. The Coordinator will support volunteers in scheduling and managing recovery coach sessions, and will work to expand recovery coach engagement in various systems, such as healthcare, law enforcement and community 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.
- Ability to attend a 4-day Recovery Coach Academy.
- 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 communications 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 recommended that the coordinator be a person in long-term recovery, or have a strong demonstrated personal experience with the recovery process.

This is a 40 hour/week position with competitive salary, benefits and opportunity for growth. Valid driver's license, vehicle & regular travel throughout Washington County is required; some statewide travel and 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: [jobs@healthyacadia.org](mailto:jobs@healthyacadia.org). Deadline for application is 5pm, July 5; or when suitable candidate is found.



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