

Richland County

Position Description

Position Title: Recovery Services Coordinator

Department: Health and Human Services/Behavioral Health Unit

Reports to: Behavioral Health Manager

Pay Grade:

Date: 10/04/2024

Hours per week: 40

Purpose of Position

Provide support and coordinate services to address clients' unique needs related to substance use for Richland County Health and Human Services Behavioral Health Unit. Facilitates building the gap between substance use and substance use services.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Collaborates with the Treatment Court and County Jail to assist individuals involved in the criminal justice system as a result of their substance abuse.
- Meets with jail inmates to provide education on substance abuse services available in Richland County.
- Facilitates Treatment Court Groups, participates as a team member on the Treatment Court Team, and assists the Treatment Court Coordinator with activities and tasks.
- Monitors and oversees the jail Medication Assisted Treatment Grant and the Residential Treatment Room and Board grant. Prepares and submits grant reports.
- Prepares and performs Treatment Court referrals, substance abuse counseling, mental health counseling and Comprehensive Community Services referrals.
- Obtains Peer Support Specialist Certification to provide support and assistance to those with mental health and substance use disorders, assist clients with accessing resources, work with clients to accomplish their treatment goals, and collaborate with other team members.
- Maintains accurate and current documentation of client interactions and progress.
- Transports clients to meetings and events.
- Coordinates Prime for Life Groups.
- Ensures compliance with federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act.
- Maintains current knowledge of program requirements and best practices and participates in continuing education opportunities.
- Participates in committees, trainings and meetings.

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- Represent Richland County Health and Human Services to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups.
- Performs other duties as assigned or apparent.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma or equivalent and two years formal education/training in a related field and one year relevant experience; or any combination of education, training and experience that provides equivalent knowledge, skills, and abilities. Ability to obtain Peer Support Specialist Certification within one year of hire. Valid Driver's License required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

Skills, Knowledge and Abilities

- Knowledge of applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Knowledge of substance use and abuse and mental health counseling techniques and best practices.
- Ability to read, interpret, and apply regulations, laws and policies.
- Knowledge of Microsoft Office software.
- Ability to prepare reports and records.
- Ability to handle a wide variety of assignments under moderate supervision.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull.

Working Conditions

- Work is performed in an office, court, jail, and community settings. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress as well as angry or confused persons and offensive language.

Special Requirement

As a post-offer pre-employment condition, a criminal background check conducted by the State Department of Justice (DOJ) including FBI fingerprinting must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check and fingerprinting will be covered by Richland County.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date