



**Job Code:** 6964  
**Grade:** 21  
**HCWR:** N

**Job Title**  
Recovery Coach Coordinator

**Department**  
Behavioral Health

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

The Recovery Coach Coordinator provides clinical and administrative supervision to Recovery Coaches. May provide support across settings of Cook County Health (CCH) outpatient Clinics, Emergency Departments and Community Triage Centers (CTCs). The Recovery Coach Coordinator additionally facilitates connections for newly referred patients experiencing Opioid Use Disorders to the appropriate geographically located Recovery Coach. This is a grant funded position. The grant is intended to support specialized screening, linkage case management, and recovery support services, including Medication Assisted Treatment (MAT) for persons with Opioid Use Disorders (OUD).

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



### **General Administrative Responsibilities**

#### *Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

### **Typical Duties**

- Assists in hiring, training, and orienting staff to roles and recovery coach model.
- Provides regularly scheduled supervision with staff for clinical development.
- Implements and coordinates Recovery Coach activities including screenings, assessments, and care plan development.
- Maintains up-to-date capacity across CCH Medicated Assisted Treatment (MAT) clinics and determines appropriate linkage for patients based on appropriate capacity and geography.
- Completes scheduling activities for patients.
- Assists and supports Recovery Coaches in resolving barriers for difficult to engage or retain members with Opioid Use Disorders (OUDs).
- Establishes and maintains relationships with community resources to facilitate referral process for patients.
- Evaluates services and functions aimed at increasing access and effectiveness of treatment and recovery for members with OUDs.
- Supports activities associated with tracking data for funding and reporting purposes, including number of members served, members retained in care, etc.
- Prepares documents and reports as requested.
- Represents recovery coaches in department meetings, committees, and work groups as requested.
- Completes all education activities/training as requested.
- Protects Protected Health Information (PHI) and complies with CCH Privacy Policy.

### **Minimum Qualifications**

- Master's degree from an accredited college or university
- Two (2) years of experience working with individuals with substance use disorders
- One (1) year of supervisory and/or management experience
- Intermediate proficiency using Microsoft Office
- Must possess a Certified Alcohol and Other Drug Abuse Counselor (CADC), Certified Reciprocal Alcohol and Other Drug Abuse Counselor (CRADC), Certified Supervisor Alcohol Drug Counselor (CSADC), Certified Advanced Alcohol and Drug Counselor (CAADC), Medication Assisted Addiction Treatment Professional (MAATP), or Mental Illness Substance Abuse (MISA) certification from Illinois Alcohol and Other Drug Abuse



**Minimum Qualifications**

Professional Certification Association, Inc. (IAODAPCA)

- Must possess a valid driver's license and current vehicle insurance coverage

**Preferred Qualifications**

- Master's degree in Social Work, Counseling or related field from an accredited college or university
- Must be a Licensed Clinical Social Worker (LCSW) or Licensed Clinical Professional Counselor (LCPC)
- One (1) year of experience working with individuals in Medicated Assisted Treatment (MAT) programs (i.e., Methadone, Suboxone, etc.)
- Bilingual

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge and understanding of evidence-based practices for substance use disorders including harm-reduction and Medication Assisted Treatment.
- Ability to effectively use technology and utilize software for completing notes, tracking data, coordinating care activities.
- Ability to communicate effectively with diverse audiences.
- Ability to work independently and as part of a team.
- Ability to effectively prioritize work.
- Ability to meet deadlines.

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.**