



Job Code: 9617
Grade: 19
HCWR: N

Job Title
Lead Recovery Coach

Department
Cook County Health

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

Job Summary

The Lead Recovery Coach will work closely with the medical providers and the care coordination team providing individualized and evidence-based substance use recovery services to patients identified in various Cook County Health (CCH) locations including Emergency Departments (ED), Inpatient settings, Ambulatory Community Health Network (ACHN) sites and Cermak Health Services at Cook County Jail. The Lead Recovery Coach supports the training and development of team members and participates in Quality Assurance activities. This position may include travel to various worksites throughout the week.

Typical Duties

- Supports training and orientation of team members through various activities including but not limited to providing shadowing opportunities, performing observation and feedback loops for recovery coaches, and leading training events.
- Participates in activities to support professional development of team members, including individual coaching and developing and delivering group trainings.
- Tracks and develops reports for quality assurance for program metrics. Reports findings to management staff.
- Participates in quality assurance and quality improvement activities such as completing chart reviews, and reviewing data
- Supports the development of program tools and training materials, including job aides.
- Performs the duties of a Recovery Coach.
- Completes screenings for substance use disorders for patients in settings included, but not limited to: Emergency Room, inpatient floors, ACHN sites or Cermak health services. Assesses for patient's readiness for treatment and appropriate level of care, including Medications for Addiction Treatment (MAT).
- Assists patients in identifying goals related to reduction or abstinence of substance use. Assess for potential barriers to meeting recovery goals and assist patient with implementing plans to achieve recovery goals.
- Provides education to patients on ways to reduce or abstain from high-risk substance use behavior.
- Educates patients on Narcan (Naloxone) administration and overdose prevention. Facilitates patient's ability to access and obtain overdose prevention kits.
- Relays information regarding results of screening, assessment, and plan of care to appropriate members of the health care team.
- Connects patients to recovery-oriented community resources, including 12-step programs, SMART recovery meetings, treatment facilities, sober living environments, etc.
- Performs supportive tasks for patients, such as appointment scheduling, referrals to



Typical Duties

community-based resources and directions on how to access; and follows up after all activities to determine success.

- Supports efforts to locate patients. This may include calling medical homes, substance abuse treatment facilities, driving past last known address and meeting patients in the community.
- Makes follow-up calls to patients following discharge from ED, inpatient, clinic visits, incarcerations, or treatment facilities.
- Facilitates didactic and therapeutic groups and activities aimed at increasing recovery behaviors.
- Utilizes internal and external organizational resources to facilitate engagement and retention in recovery services.
- Documents all activities in appropriate files and systems, which may include medical records, care management systems, etc., aligned with team's quality improvement efforts.
- Retrieves documents from organization to support effective transitions.
- Completes all education activities/training as requested.
- Participates in Interdisciplinary Rounds as requested
- Protects Protected Health Information (PHI) and complies with CCH Privacy Policy.
- Participates in regularly scheduled team meetings.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelors degree from an accredited college or university
- Four (4) years of experience providing one or more of the following services to individuals with substance use and/or mental health disorders: completing screenings/assessments, providing education, providing therapeutic interventions or supportive services (i.e. counseling or therapy, including Motivational Interviewing (MI) or Cognitive Behavioral Therapy (CBT), providing case management or care coordination activities, develop treatment plans, recovery coaching, and/or providing or developing harm reduction activities
- Proficiency using Microsoft Office Word and Outlook
- Must possess a Certified Alcohol and Other Drug Abuse Counselor (CADC), Certified Reciprocal Alcohol and Other Drug Abuse Counselor (CRADC), Medication Assisted Addiction Treatment Professional (MAATP), or Mental Illness Substance Abuse (MISA) certification from Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc. (IAODAPCA)
- Must possess a valid driver's license and current vehicle insurance coverage

Preferred Qualifications

- One (1) year or more working with patients in Medication for Addiction Treatment programs (i.e., Methadone, Buprenorphine (trade name: Suboxone) or Naltrexone (trade name: Vivitrol)
- One (1) year experience facilitating therapeutic or educational groups
- One (1) year experience providing training, supervision, or participation in QI/QA activities in behavioral health field



Preferred Qualifications

- Prior experience in a health care setting
- Lived experience recovering from a substance use disorder
- Bilingual

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of evidence-based practices for substance use treatment, with strong emphasis on harm-reduction, motivational interviewing, and stages of change.
- Knowledge of the American Society of Addiction Medicine (ASAM) criteria and its correlation to determining appropriate level of care.
- Knowledge of community-based recovery resources in the Chicago area.
- Ability to effectively use technology and utilize software for completing notes, tracking appointments, coordinating care activities.
- Ability to communicate effectively with diverse audiences.
- Ability to work independently and as part of 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.