

Town of North Reading Scope of Services

Contract Peer Recovery Coach

Hours: up to 15 hours per week, flexible, requires minimum day and evening hours, and some weekends as needed to meet with clients

Wages: Contract \$20-\$25 per hour depending on experience and certifications

Location: Town of North Reading, off-site

Description: The Peer Recovery Coach is responsible for providing the citizens of North Reading with substance use related support and coaching on a rolling basis in a peer capacity. Position will seek to support individuals and/or families of all ages struggling with substance use an/or dual-diagnosis based off their own lived-experiences mixed with formalized education and a peer-based model. The Peer Recovery Coach encourages participants to maintain sobriety, participate in recovery oriented activities and develop a network of sober supports. This position partners closely with the Substance Use/Mental Health Clinician to provide participants with assistance in accessing needed resources and recovery supports.

Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The contractor may provide additional related services within contract hours as agreed in writing with the Chief of Police.

1. Follow up on self-referrals and referrals by the Substance Use/Mental Health Clinician to offer services within a timely manner
2. Provide peer support and maintain ongoing rapport with clients and treatment team (if applicable)
3. Prioritize meeting clients at their preferred North Reading location and their preferred time.
4. Communicate meetings outside of North Reading to supervisor and Police Department.
5. Partner with the Substance Use/Mental Health Clinician to provide temporary assistance with barriers to treatment while working on long-term goals of self-sustainability
6. Keep updated documentation to track progress, milestones, and key data while maintaining confidentiality
7. Engage with the general public, court systems, hospitals, and treatment facilities to best assist in resource delivery and partnership
8. Assist the Community Impact Team and Youth Substance Use Prevention Coalition (Coalition) with planning and executing programs designed to support and educate the community and individuals around substance use/abuse/misuse
9. Serve as an active member of the Coalition including attending monthly meetings and reporting general outcomes
10. Lead marketing efforts to promote program availability

Town of North Reading Scope of Services

11. Partner with the North Reading Police to establish personal safety guidelines and protocols
12. Partner with the North Reading Police Department to report on all abatement fund reporting requirements
13. Maintain open communication with supervisor and provide weekly updates
14. Can consider facilitating or co-facilitate a weekly support meeting

Supervision: There will be no supervision of others.

Qualifications for position:

1. Must have minimum of High School Diploma or equivalency
2. Must be 18 or older
3. Must be a Certified Recovery Coach with associated requirements met and minimum of 2-3 years of experience in Substance Use Disorder treatment field (can be congruent of time while meeting Recovery Coach certification requirements)
4. Must proceed through recertification procedures as required by certification body independently of the Town of North Reading and maintain an active certification
5. Candidate who identifies as being in recovery from a substance use disorder and is willing to share details of his or her personal recovery experience
6. If position is filled by an individual whom self-identifies as being in recovery, following must apply:
 - a. Continue to engage in personal self-care and recovery based treatment.
 - b. If hired under identification of being sober from all mind-altering substances, required to remain drug and alcohol free for duration of employment. If a relapse occurs, inform the Supervisor immediately.
7. Must have valid Massachusetts Motor Vehicle License Access and access to motor vehicle for community and individual meetings and/or reliable transportation
8. Public speaking experience preferred

Skills, knowledge and prior experience required:

1. Multi-tasking skills task and prioritize tasks
2. Comprehensive knowledge of local and state treatment centers/resources with positive relationships to them
3. Thorough understanding of stressors that can impact parents in recovery from opiate use disorders
4. Relationship-building skills including the ability to establish and maintain harmonious and productive working relationships with Town officials, law enforcement officials, and the public. This includes the ability to deescalate upset members of the public in a diplomatic and effective manner.
5. Ability to actively listen, observe, and empathize

Town of North Reading Scope of Services

6. Ability to keep positive relationships with local treatment centers, support groups, and outpatient care centers.
7. Excellent oral and written communication skills, including public speaking
8. Proficiency in Microsoft Office programs and ability to learn new database skills for note keeping and records
9. Report-writing and record/data keeping skills
10. Ability to maintain confidentiality and understand when critical incidents require information sharing
11. Ability to make sound judgements under stressful situations
12. Ability to distribute information and receive feedback through various methods such as traditional press, social media, and public speaking;
13. Strong ability to judge when to self-disclose and when to ensure client is priority and not self's story.

Judgement: The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations or transitions, and determining actions to be taken within the limits of standard or accepted practices. It is expected to pull from lived experiences while maintaining appropriate and professional boundaries with self-disclosure and joining techniques. Judgement is used in analyzing specific situations to determine appropriate actions and/or requirements, along with when a client has the right to self-determination. Stages of change will be utilized to help understand where clients are at and how to best intervene. Requires understanding, interpreting and applying federal, state, and local regulations and requirements. Requires assessing safety and putting client first unless safety is compromised. Expected to not promote or endorse any single or particular modality of achieving or maintaining sobriety, abstinence, or harm reduction around substance use.

Confidentiality: Employee has moderate access to various confidential information, medical records, lawsuits, and client records as outlined by involvement of substances. Employee shall value confidentiality as critically important and shall not disclose private information to anyone besides their supervisor, with the exception of suicidal/homicidal/child or elder abuse. Information may be shared without client consent with emergency personnel during an emerging crisis. Documentation related to services provided and relevant information is provided to the Substance Abuse/Mental Health Clinician, Chief of Police (or their designee).

Work Environment: The work is performed primarily in partnership with the Police Department. This may include an office-type setting, off-site locations, and community based locations, as needed. Occasional site visits to treatment centers or visits to support clients in third-party locations are encouraged. The majority of work will occur outside of the Police Department.

Town of North Reading Scope of Services

Physical Skills: Administrative work is in an office setting, involving sitting, with intermittent periods of stopping, walking, and standing. When in the field, work requires going into public spaces or entering individual's private residences.

Motor Skills: Duties require motor skills such as using office equipment and at times moving objects, including but not limited to telephones, computers, handheld technology, and other office equipment. Driving may be required.

Visual Skills: Visual demands require routinely reading documents for client information, general understanding, and reviewing non-written materials purposes.

Interested contractors should submit a resume and three references to:

Amy Luckiewicz

North Reading Police Department

152 Park Street

North Reading, MA 01864

Or electronically to aluckiewicz@northreadingma.gov

Subject: Peer Recovery Coach

Documents should be submitted by Wednesday, February 14, 2024