

**Job Details**

Title:	Recovery Support Specialist (RSS)/Driver	Created Date:	7/24/2014
Reports to:	Assistant Site Manager	Revision Date:	6/30/2015
Supervises:	None	FLSA Classification:	Non-Exempt
Full/Part-time:	Full or Part-time	Hours per Week Expected:	Set 20-40 hours

**Purpose of Position:**

Transport members using company vans locally. Greets members and verifies that we have all of the necessary current documentation for participation at S.T.A.R. Maintains a positive recovery based atmosphere and order within the recovery center. Facilitates peer groups to teach and encourage shared learning and the empowerment of skills development that assists members to become as successful and independent as desired through their individual recovery goals. May teach specialty skills, such as Arts & Crafts, Basic Computer Skills, Cooking, Fitness, etc. Ensures that all parts of the program assigned are running smoothly.

**Essential Functions:**

- Drive a 10 passenger van to transport members from/to home, clinic, centers, field trips, etc.
- Welcome members and visitors to the center and assist as needed. Ensures all members sign-in and sign-out.
- Facilitates and documents groups to teach skill building for independent living skills, socialization, health and wellness, understanding and reducing impact of mental illness, making friends, advocacy, etc.
- Completes group sheets, data entry and paperwork as needed.
- Ensures that the center is clean and confirms all chores are properly done by members, teaching skills as needed, and writing out S.T.A.R. dollars upon proper completion.
- All supply doors must be locked or observed at all times.
- Ensures center rules are being followed by all members and guests to provide a healthy learning environment.
- Assists with intakes, outreach, and coordination with clinical team, family, and primary care physician as needed.
- Resolves member concerns. Implements crisis intervention as needed. Follow through with disruption policy as needed.
- Facilitates social and recovery groups; one-on-one's; and required documentation.
- Attends staff meetings and training classes.
- Participates in the program and makes it a fun atmosphere for everyone.

- Appraise management of any conflicts/suggestions relating to S.T.A.R. policy/programs.
- Other duties as assigned

Company Driver?       Yes       No

Safety Sensitive?       Yes       No

Transports Clients?       Yes       No

Physical Requirements

	Regularly	Frequently	Occasionally	Rarely
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing/Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching – with Arms & Hands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping/Kneeling/Crouching/Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling/Touching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision (Close, Peripheral, Depth, Ability to Adjust Focus)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting up to 10 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 10-25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 25-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting more than 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Education

GED or High School Diploma       Required /  Preferred

Experience:

- Must have a personal lived experience of mental health and/or substance abuse issues and is living in recovery and willing to share their experience to assist others.

Knowledge, Skills & Abilities:

- Must be able to handle several tasks at once
- Good communication and follow-up skills
- Must demonstrate excellent rapport with members
- Computer/typing skills a must

Professional Certifications & Licenses:

None

Required /  Preferred

Other requirements:

- Mental Illness or Substance Abuse diagnosis (Bona Fide Occupational Qualification)  Required /  Preferred
- Peer Certification  Required /  Preferred
- At least 21 years of age (Bona Fide Occupational Qualification)  Required /  Preferred
- Valid AZ Driver's License  Required /  Preferred
- CPR/First Aid Certification  Required /  Preferred
- Criminal Background Verification  Required /  Preferred
- Pre-Hire and Random Drug/Alcohol Screening  Required /  Preferred
- Personal Vehicle  Required /  Preferred

Job Description Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.

It is the policy of S.T.A.R. – Stand Together And Recover, Inc. to provide equal employment opportunity to all persons regardless of age, color, national origin, citizen status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, status with regard to public assistance, status as a disabled veteran and/or veteran of the armed forces or any other characteristic protected by federal, state or local law.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_