



Job Description

Job Title: Recovery Support Specialist Supervisor	Pay: \$18.00 per hour
Reports to: Executive Director	Hours: 30 hours

Do you have a passion for helping others in recovery? **The Recovery Support Specialist Supervisor (RSSS)** provides direct supervision of the Recovery Support Specialist. The primary responsibility of this position is to maintain quality programming including administrative oversight, staffing and compliance with agency requirements, and the promotion of VRA’s mission and principles. RSSS will assist RSS staff, provides support, advocacy and linkage to additional services to meet the needs of the individual we serve in directing their own recovery and wellness process. The RSSS will model competency in recovery and wellness.

Duties and Responsibilities

- Provide documented direct supervision to RSS staff, a minimum of twice per month.
- Supervise all peer programs including offsite service location requiring speaking events, peer support, education, and advocacy services.
- Oversight of staff attendance and adherence to agency policies, including but not limited to PTO requests, attendance, punctuality, etc.
- Oversight of RSS documentation compliance including but not limited to: Recovery Data Platform, outreach logs, mileage, time sheets, outlook calendar, etc.
- Help RSS and peers with problem solving and the development of effective communication skills.
- Utilize and model problem solving techniques with RSS and those we serve.
- Support RSS in reaching personal goals for recovery and wellness.
- Supervise the day-to-day operations of the recoveree program(s).
- Ensure proper staff coverage of individuals enrolled in the program and provide coverage as needed.
- Provide educational presentations about peer support, recovery, and additional workshops/trainings as requested by supervisor.
- When requested provide support services to recoverees by phone, virtually or an alternate location to meet the individual’s needs.
- Assist in recruiting eligible participants to train in the Intro to WRAP, MHFA, HOH, and any additional trainings and/or meetings requested by supervisor.
- Effectively communicate, listen, and understand the problems, concerns, barriers faced by recoverees.
- Refer recoverees to programs offering services that compliment individual needs.

- Represent peers at state or local meetings, committees or collaborative projects with other organizations and agencies as requested by supervisor.
- Completion of annual reports, quarterly reviews and monthly summaries for caseload as well as other required documented entries.
- Assist with preparation for audits, site visits, accreditation and/or inspections of any kind.
- Meet regularly for supervision with Executive Director.
- Assist with onboarding and orientation to newly hired RSS staff.
- Provide RSS with information about required VRA training (i.e.: security awareness, HIPPA, Hard of hearing, civil rights, etc.)
- Participate and complete special projects as assigned.

Maintain professional responsibility

- Oversee documentation all RSS interactions according to agency standards such as inputting one on one, group and event activities in the Recovery Data Platform, utilizing Recovery Capital Scale and other tracking systems and when necessary do own documentation.
- Use weekly supervision effectively by monitoring self and relationships.
- Prepare for meetings and engage in problem-solving strategies.
- Work together with other colleagues to enhance the provision of services and supports.
- Participate in staff meetings and agency trainings including the monthly Peer Café meeting.
- Abide by the Florida Certification Board (FCB) Code of Ethics.
- Maintain appropriate professional boundaries.
- Respond appropriately to personal stressors, triggers, and indicators that impact their ability to perform job duties.
- Recognize crisis situations, risks to the recoveree's recovery and/or personal safety and respond appropriately.
- Maintain Florida Certification Board's continuing education requirements and seek additional training, and technical assistance as necessary.
- Oversight of admission and discharge planning for participants entering or leaving supports, including the verification of the completion of all necessary documentation.
- Review recoveree files to ensure accuracy and that all information is complete.
- Complete annual performance appraisals of assigned staff.
- Carefully review, follow up of all incident reports within 24hours
- Reviews and follows up with RSS time sheets, outreach, and required notes. Also, provided feedback and supervision as needed.
- Keep the Executive Director informed of all program related issues

Required Qualifications

- High school diploma or GED
- Minimum two years of recovery from SUD
- Lived Experience: Be a self-identified current or former user of substance use disorder or cooccurring services who can relate to others who are now using those services.
- Candidate must pass a level two background screening and initial and random drug screens.

- Certified Peer Recovery Specialist or Recovery Coach Professional preferred. At minimum, eligible within one year of start date
- Work/Volunteer Experience in the role of a Peer Specialist/Recovery Coach: 12 months minimum.
- Experience as a Group Facilitator
- Knowledge of local recovery resources
- Valid Driver's License
- Volusia County Department of Corrections clearance
- Willingness to adhere by strict correctional facility rules and regulations
- No other mutual aid commitments at the Volusia County Department of Corrections
- Training: WRAP®, Helping Others Heal or CCAR Recovery Coach Academy preferred
- Computer skills including the use of Microsoft Word, Excel, PowerPoint, E-mail, and the Internet
- Good organizational, verbal, and written skills.

Working Environment and Conditions

- Job requires sitting, standing, typing, and driving.
- May require alternative work hours or rotating schedules.
- Must have reliable transportation.

To be considered for the position, please send resume and cover letter to volusiarecoveryalliance@gmail.com.