



**AVAILABLE POSITION**

<b>Job Title:</b>	<b>RECOVERY SERVICES COORDINATOR</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Reports To:</b>	<b>Systems Initiative Manager</b>	<b>Classification:</b>	<b>Classified</b>
<b>Department:</b>	<b>Clinical</b>	<b>Last Revision</b>	<b>May 2019</b>
<b>Approved By:</b>	<b>Beth Watson, Director of Human Resources</b>	<b>May 2, 2019</b>	

**PURPOSE**

Responsible for developing, monitoring, and/or expanding delivery of recovery supports and related grant funded programs, projects, and/or services; coordinates administration of recovery support programs and services, monitors and documents program operation and program compliance.

**ESSENTIAL JOB FUNCTIONS**

1. Assists and oversees the development and administration of grant funded programs, projects, budgets, and/or services related to recovery support services;
2. Responsible for preparing and providing written reports as required by the grant and StarkMHAR;
3. Acts as a representative of the project/grant and STARKMHAR on matters related to the implementation of the program/project/service;
4. Acts as a community consultant for agencies and/or organizations seeking information or services;
5. Responsible for the enhancement, development, and monitoring of STARKMHAR funded programs in the recovery services continuum including, but not limited to, housing, employment, and peer supporter services;
6. Serves as the Client Rights Officer and is responsible for ensuring Board policies and procedures accurately follow the corresponding Ohio Administrative Code in relation to client rights and grievances and keeps appropriate records as they relate to client rights and grievances;
7. Responsible for providing trauma informed and cultural and linguistic competent responses to the general public and clients/consumers who are seeking information and assistance with behavioral health questions or system navigation by phone, email, website, or walk-ins;
8. Responsible for effective clinical communication strategies that utilize electronic vehicles (in coordination with Director of Communications) to include creating and sending clinical e-news, keeping forms up-to-date and ensuring on website for provider and/or consumer and organization of electronic files;
9. Responsible for Consumer Recovery Support and Flexible Funds including communicating funding availability and eligibility requirements to providers and consumers, responding to requests in a timely manner, managing budget, and reporting outcomes;
10. Ensures that project activities are delivered in a culturally and linguistically competent, trauma informed manner in accordance with best practices;
11. Attends and represents StarkMHAR on community & state committees and at community events & trainings as requested/required;
12. Assists in the development of protocols, procedures, and forms and their use to gather necessary data for program/project/service operations;
13. Must work congenially and cooperatively with co-workers and the public;
14. Other duties as assigned that support the operations of StarkMHAR.

**REQUIRED QUALIFICATIONS**

**Education, Training and/or Experience**

Master’s degree required in social or behavioral science or behavioral health equivalency; three years’ experience required in behavioral health field; licensure in health field preferred;

## **Knowledge, Skills, Abilities and Personal Characteristics**

Knowledge of behavioral health services rules and guidelines; knowledge of state and/or federal statutes, rules, regulations, and/or procedures governing delivery of social programs specific to grant funding (developed after employment); knowledge of social service problems, policy and program planning and analysis; knowledge of budgeting; knowledge of public relations; knowledge of written communication (e.g. English composition & grammar, technical writing, business communication; effective oral communication (e.g. speech); ability to define problems, collect data, establish facts and draw valid conclusions; ability to use statistical analysis; ability to proofread technical materials, recognize errors and make corrections; ability to gather, collate and classify information about data, people or things; ability to establish good rapport with program participants and/or program recipients; ability to travel in and out of county to provide training, technical assistance and/or attend state-wide meetings; ability to work independently with minimal oversight and supervision; willingness to take on new or challenging responsibilities; self-motivated.

## **Certification, Licenses, Registrations**

Valid Driver's License

## **Preferred Qualifications**

Licensure in health field

## **PHYSICAL DEMANDS**

Nature of work requires ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Should be capable of moving up to 40 lbs. Travel by automobile will be required occasionally

## **WORKING CONDITIONS**

Work performed in a general office environment. May require availability for additional hours during peak periods. Requires periodic participation and attendance at organization sponsored events and meetings.

*This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Stark County Mental Health & Addiction Recovery. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.*

## **CONDITIONS OF EMPLOYMENT**

**Note:** The final applicant selected for this position, prior to appointment, will be required to submit to a drug test for illegal drug use. The test site shall be chosen and paid for by the Board. An applicant with a positive test result will not be offered employment.

Suggested starting range \$48,000 - \$52,800

➤ *An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities that could qualify for a higher starting salary.*

**Hours:** Monday – Friday 8AM to 5PM with one hour unpaid lunch. Alternative scheduling and work from home may be available.

**Application Deadline:** Until filled

Apply online at <https://starkmhar.applicantpro.com/jobs/1070925.html> or [www.StarkMHAR.org/about/jobs](http://www.StarkMHAR.org/about/jobs)

OR MAIL RESUME TO:      **Attention: Human Resource Department**  
   **Stark County Mental Health & Addiction Recovery**  
   **121 Cleveland Ave SW**  
   **Canton, Ohio 44702**

**EOE/Minorities/Females/Vet/Disabled**