



Job Description: Recovery Services Coordinator

PRIMARY PURPOSE: To coordinate Harmony Academy's peer support services for high school students in recovery. To represent Harmony Academy's mission both at school and in the community. To support the development of strong recovery beyond the school day.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Youth Referral and Enrollment:

- Student referral, admission, and enrollment
- Build and maintain strong relationships with referral sources, families, and youth
- Collaborate with all essential team members (family, school team, treatment team, etc.) to build partnerships and coordinate ongoing care
- Outreach to various agencies
- Maintain comprehensive list of referral sources and contact information
- Eligibility determination

Recovery Service Delivery:

- Contribute to multi-tiered systems of support
- Ensure equitable access to peer support
- Coordinate with educational and support staff for overall success of students
- Assist in coordinating after school activities

Administrative:

- Staff recruitment and retention, curriculum, and professional development.
- Long-term financial planning and grant applications related to recovery services
- Prepare and track correspondence, reports, and other pertinent data necessary for grant reports.
- Onboarding of new recovery team members
- Direct supervision of recovery team



- Strategic Planning

(This position falls under the direct supervision of the Principal/Executive Director.)

Reporting:

- Streamline data collection systems with the clinical team
- Adhere to data collection timelines for reports (i.e., Adolescent Recovery Capital Scales, etc.)

MINIMUM REQUIREMENTS

- Management and/or supervisory role with an ability to manage/supervise at least three staff members.
- Two consecutive years in active recovery from substances, at minimum.
- Experience working with adolescents (ages 14-21)
- Bachelor's degree in social services, QMHA qualifying degrees, or experiential equivalent
- Trauma-informed/sensitive care and collaborative problem solving.
- Reliable transportation and a valid driver's license
- Professional/academic writing skills
- Understand the concept of multiple pathways to recovery; recovery support services; recovery support service delivery (i.e., peer-delivered services, peer-supervision, trauma-informed care, etc.).
- Clearly articulate information to people of varying cultural, linguistic, and educational backgrounds.

Strongly Preferred Skills/Experience/Aptitude

- Certified Recovery Mentor (CRM)
- Certified Alcohol and Drug Counseling (CADC)
- Qualified Mental Health Associate (QMHA or comparable)

Job Type: Full-time

Salary: \$50,000.00 - \$70,000.00 per year DOE



Benefits:

- Medical, Dental, and Vision Insurance
- Employee Assistance Program
- Personal and Sick Leave
- Professional development assistance and training
- Retirement Benefits (PERS)

COVID-19 Considerations: Harmony Academy is a public school. We follow all federal and state guidelines regarding COVID-19.

To Apply:

Email your resume to harmony.academy.careers@gmail.com with the subject line: Recovery Services Coordinator. Please also describe your reasons for wanting to work with adolescents in recovery from substance use disorders.

Website: www.harmonyacademyrhs.org

Social Media: [Instagram](#) [Facebook](#)