



Position Title: RMC Case Manager/Peer Recovery Specialist

Schedule: 12 Months, 35 hours minimum per week as determined by grant and other operational requirements. **Must have evening and weekend availability.**

Reports To: Manager of Recovery Services

General Summary: RMC Case Manager/Peer Recovery Specialist (PRS) must have a working knowledge of SAMHSA's Four Dimensions that Support a Life in Recovery as well as that of the drug and alcohol treatment system and a demonstrated commitment to the recovery community. The PRS's role is to support others in achieving and maintaining recovery from a substance use disorder. The PRS will serve as a role model, mentor, advocate, advisor, and motivator to recovering individuals in order to help prevent relapse and promote long-term recovery. The PRS must demonstrate an ability to share personal recovery experiences and to develop authentic peer-to-peer relationships.

Essential Job Functions:

1. Utilize evidence-based practices including motivational interviewing (MI)
2. Maintain project logs, reports, and records in appropriate files and database(s), including EHRs (Electronic Health Records).
3. Attend discharge planning meetings at Substance Use Disorder (SUD) treatment facilities along with the RMC Program Coordinator as needed.
4. Provide recovery education to service recipients for every phase of the recovery journey from pre-recovery engagement, recovery initiation, recovery stabilization, and sustained recovery maintenance.
5. Provide a model for both people in recovery and staff by demonstrating that recovery is possible.
6. Assist recovering persons to identify their personal interests, goals, strengths, and weaknesses regarding recovery.
7. Work with participants in developing a person-centered Recovery Management Plan (RMP) that identifies achievable, measurable, and sustainable goals.
8. Utilizing tools such as the Brief Assessment of Recovery Capital (BARC-10) and the Engagement Scale Data (ESD) tools.
9. Promote self-advocacy by assisting recovering persons to have their voices fully heard; their needs, goals, and objectives established as the focal point of rehabilitation and clinical services.



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Every Person, Every Day

10. Actively identify and support linkages to community resources (communities of recovery, educational, vocational, social, cultural, spiritual resources, mutual self-help groups, professional services, etc.) that support the recovering person's goals and interests. This will involve a collaborative effort including the recovering person, agency staff, and other relevant stakeholders.
11. Support connections to community-based, mutual self-help groups. Link individuals to appropriate professional resources when needed. Provide vision-driven hope and encouragement for opportunities at varying levels of involvement in community based-activities (e.g., work, school, relationships, physical activity, self-directed hobbies, etc.).
12. Develop relationships with community groups/agencies in partnership with others in the agency.
13. Visit community resources with recovering persons to assist them in becoming familiar with potential opportunities.
14. Identify barriers (internal and external) to full participation in community resources and develop strategies to overcome those barriers.
15. Maintain contact with participants via phone, virtual or face-to-face meetings to assist in achieving independent living and recovery success.
16. Other duties as directed by the Director of Recovery Services and/or Management Staff.

Knowledge, Skills, and Abilities:

1. Cross-cultural skills and experience with culturally diverse populations.
2. Demonstrated excellence in written and oral communication skills.
3. Computer skills and current technology experience.
4. Self-starter, flexible and team-oriented.

Education and Experiences:

1. Must have acquired their Certified Peer Recovery Specialist credential issued by the APCBNJ within one year of employment.
2. High school diploma/G.E.D. required, Bachelor's degree preferred.
3. Three references, a positive attitude, and motivational and encouragement skills are necessary.
4. Must have worked within the last three years with at least 12 months total of successful part or full-time paid or voluntary work experience.
5. Must have a valid NJ Driver's License and clean driving record.

Physical Demands:



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

AAP/EEO:

The company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer leaves of absence, compensation, and training.

The company expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the company's employees to perform their job duties may result in discipline up to and including discharge.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

To Apply Go To: [Recovery Management Check-Up Case Manager - Rockaway, NJ 07866 - Indeed.com](#)