



DUTCHESS COUNTY CLASS SPECIFICATION

Recovery Coach

DATE ADOPTED: 04/10/2024

LAST REVISION: 07/16/2025

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DISTINGUISHING FEATURES OF THE CLASS:

This is a peer-based service position in which the incumbent has gained knowledge of how to attain and sustain recovery. The incumbent in this position works with individuals through stabilization and recovery maintenance and will function as a guide to help with decision making and support steps toward recovery. This position will also provide positive support by helping anyone including people coming home from treatment or the criminal justice system to avoid relapses, build community support for recovery, or work on life goals such as relationships, work, education, etc. Recovery Coaches are unlike licensed addiction counselors in that coaches are non-clinical and do not diagnose or treat addiction or any mental health issues. However, Recovery Coaches may assist the individual to access clinical services, access systems needed to support recovery such as benefits, and health care. Work is performed under the general direction of a higher-level employee. Supervision of others is not a function of this position. Evenings, weekends, and other than normal work hours may be expected of this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does preclude the assignment of activities not listed, which could be reasonably expected to be performed by an employee in this title.

1. Initiates and develops a recovery plan to help an individual/family in their recovery from substance use or addiction;
2. Promotes recovery by removing barriers and obstacles to recovery;
3. Serves as a personal guide and mentor for people seeking, or already in recovery;
4. Works with a client to find resources for harm reduction, detox, treatment, family support and education, local or online support groups; or help a client create a change plan to recover on their own;
5. Establishes rapport with individuals who may be in crisis related to chemical dependency issues;
6. Attends court and other system meetings as a support;
7. Works with other peers advocating for themselves to obtain effective services;
8. Provides help to individuals in finding ways to stop using (abstinence), or reduce harm associated with addictive behaviors.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge to recognize recovery as the focus in all phases of addiction services, from community-based prevention to acute care to community integration;

Knowledge of recovery as it relates to health and well-being, peer support, and wellness and recovery planning;

Knowledge of software packages for word processing, spreadsheets, database, and video conferencing;

Ability to develop, implement, manage, monitor, and evaluate in partnership with people in recovery, their families and advocates;

Ability to learn of the various community resources and services available in the field of mental health;

Ability to provide support to individuals who may be only minimally receptive or at the very beginning of the change/recovery process;

Ability to keep a record of client contacts as well as all other work-related activities;

Ability to make informed decisions;

Ability to embrace cultural diversity and acknowledge the role that spirituality can play in the recovery process;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.



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MINIMUM QUALIFICATIONS:

- EITHER: (A) Associate's degree in a Human Service or Health Science field;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid or volunteer work experience in a substance abuse or a mental health program;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

Note: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

Must obtain a certification as either a Certified Addiction Recovery Coach (CARC), or a Certified Recovery Peer Advocate (CRPA), or a Certified Recovery Peer Advocate-Provisional (CRPA-P) recognized by New York State Office of Alcoholism and Substance Abuse Services (NYS OASAS) within six (6) months of employment.

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

COUNTY USE ONLY:

BARGAINING UNIT: CSEA-7	JURISDICTIONAL CLASSIFICATION: Competitive
GRADE: 11	FLSA Code: OT Eligible
REVISION HISTORY: 12/04/17 12/06/19 08/16/22 04/10/24	