



DUTCHESS COUNTY CLASS SPECIFICATION

RECOVERY COACH II

DATE ADOPTED: 12/17/2025

LAST REVISION: 6/24/2026

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DISTINGUISHING FEATURES OF THE CLASS:

This is a para-professional position that provides leadership in peer recovery services, mentoring other Recovery Coaches, and direct support to individuals navigating substance use and mental health recovery. This position builds on lived experience to promote long-term recovery and personal growth among individuals with substance use disorders (SUD) or co-occurring mental health conditions. The Recovery Coach II functions as a connection point between clients, community services, and clinical teams, and plays a leading role in outreach, advocacy, and systems navigation. While the Recovery Coach and Recovery Coach II positions are both non-clinical, the Recovery Coach II position differs from that of Recovery Coach as it is responsible for peer staff training, community engagement, oversight of recovery initiatives, and data monitoring to ensure quality and consistency in service delivery. The work is performed under the general supervision of a higher-level clinician. Supervision may be exercised over the Recovery Coaches. Evenings, weekends, and other than normal work hours may be expected of this position.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those performed by lower-level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Mentors and supports Recovery Coaches, offering guidance on best practices, ethics, and peer support principles;
2. Leads outreach and engagement efforts within the community, including home visits, phone support, and field-based services to connect hard-to-reach populations with resources;
3. Serves as a liaison between clinical teams and the recovery community to enhance coordination of care and reduce service gaps;
4. Facilitates support groups, community forums, or educational sessions on recovery topics;
5. Supports program development and evaluation efforts by gathering and reviewing service data, tracking outcomes, and identifying areas for improvement;
6. Participates in and co-facilitates team meetings, peer supervision, and ongoing para-professional development opportunities;
7. Provides crisis support and early intervention for people at risk of relapse or disengagement;
8. Responds to referrals from behavioral health, criminal justice, and other agencies, ensuring timely connection to services;
9. May oversee Recovery Coaches, including oversight of daily activities, performance evaluations, and assignment of duties to ensure effective service delivery.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to integrate recovery as the focus in all phases of addiction services, from community-based prevention to acute care to community integration; good knowledge of recovery as it relates to health and well-being, peer support, and wellness and recovery planning; good knowledge of software packages for word processing, spreadsheets, databases, and video conferencing; ability to develop, implement, manage, monitor, and evaluate services 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 in the very beginning of the change/recovery process; ability to keep



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records 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; ability to provide strong leadership, mentoring, and team collaboration skills; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Associate's degree in Human Services or a Health Science field and two (2) years of paid work experience providing peer recovery support services, recovery coaching, peer advocacy, recovery mentoring, or related behavioral health support services;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of paid work experience as described in (A);
- 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 certification as either a Certified Addiction Recovery Coach (CARC), Certified Recovery Peer Advocate (CRPA), or Certified Recovery Peer Advocate-Provisional (CRPA-P) recognized by the New York State Office of Addiction Services and Supports (NYS OASAS) at time of application, and to maintain the position.

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	JURISDICTIONAL CLASSIFICATION: Competitive
GRADE: 12	FLSA Code: OT Eligible
REVISION HISTORY: 12/17/25, 6/24/26	