



## **GENESEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.**

### **JOB VACANCY**

#### **RECOVERY CENTER STAFF**

##### **Description of Duties and Responsibilities**

The Recovery Center Staff will be responsible for supporting daily operations at the Recovery Center. Responsibilities include but are not limited to:

1. Conducting Recovery Center opening and closing procedures.
2. Greeting recoverees and Recovery Center visitors in a polite and welcoming manner and providing them with information, direction, or assistance with sign-in and locating programs, staff, or facilities as needed. This includes assigning security badges as needed and collecting those badges when individuals leave.
3. Operating or overseeing/providing staff support for activities/events.
4. Conducting rounds per the rounds schedule.
5. Operating the Recovery Center Shuttle and otherwise transporting participants when directed to do so.
6. Providing coach-like recovery support to participants.
7. Assisting with regular cleaning and building care tasks.
8. Contributing to a secure and comfortable atmosphere at all times.
9. Courteously collecting demographic, insurance, other intake information and program participation information from recoverees, securing consents, and correctly entering data and signed consents into agency electronic systems.
10. Assisting with verifying insurance and securing copay or other fee for service as required.
11. Performing all duties efficiently, maintaining a neat and orderly work area.
12. Responding to telephone communications with a courteous and respectful tone and directing the caller to the appropriate person or department.
13. Performing other duties as assigned.

Duties may at times also include those listed below or others necessary for safe, supportive, efficient recovery center operation:

1. Assisting with inputting information into the monthly activities calendar and printing and distributing and electronically posting the schedule for easy visitor access and GCASA staff and broad public viewing.
2. Assisting with Recovery Center data tracking and reporting.
3. Assisting with collecting, tracking, and reporting volunteer information and assisting with the volunteer schedule.
4. Opening, logging, and distributing Recovery Center mail in a timely and accurate manner.
5. Assisting Recovery Team members with communications, reports, filing, and schedules.
6. Ordering supplies as directed.

##### **Minimum Qualifications**

High school diploma or equivalent strongly encouraged; 2 years of college or 2 years or relevant work experience preferred. The successful candidate must have or obtain within 12 months of hire a CRPA-P,

CRPA, or CARC credential. People with lived experience with SUD recovery strongly encouraged to apply.

**Supervisory Relationships**

This position is under the supervision of the Director of Project Innovation and Expansion.

**Skills and Knowledge Required**

The selected individual must demonstrate strong skills in the following areas: use of Microsoft Outlook, Word, and Excel; use of Google Chrome; verbal and written communication; collaboration; ability to work independently; and organization. Knowledge of community resources and agencies and of the disease of addiction and the recovery process are required.

**Amount of Travel and Other Special Conditions or Requirements**

Local travel within the immediate tri-county region may be required. Travel outside of the tri-county region may be required occasionally. Valid NYS driver's license and method of transportation required. Must be active addiction free, including tobacco. Pre-employment background check/post offer drug screening required. **Hours per day or week:** Full-time (1.0 FTE) based on a 35-hour week. Some evenings and weekend coverage is required.

**LOCATION:** The Recovery Station, 5256 Clinton Street Road, Batavia, NY 14020.

**FOR MORE INFORMATION OR TO APPLY:**

Apply online with a cover letter and resume to:

GCASA, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: [kcorcoran@gcasa.org](mailto:kcorcoran@gcasa.org)

**POSTED:**

7/11/22

**DEADLINE:**

ASAP

Genesee/Orleans Council-on Alcoholism and Substance Abuse does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.