

Project Save ME/WMARI Coordinator
Western Maine Addiction Recovery Initiative (WMARI)

Position Description

The Project Save ME/WMARI Coordinator is primarily responsible for coordinating WMARI's Project Save ME program. The Coordinator will be responsible for training, recruitment, supervision, developing referral networks, and data collection. The Coordinator is also responsible for quality assurance of Recovery Coaching services through training, supervision, and ongoing technical assistance.

The Coordinator will be trained in the Connecticut Community for Addiction Recovery (CCAR) model, which is a strengths-based support for individuals with active addictions or in any stage of recovery from alcohol, other drugs, codependency, or other addictive behaviors. Recovery Coaching is carried out by formally trained individuals to promote recovery; remove barriers; build recovery capital; connect recoverees with recovery support services; and encourage hope, optimism, and healthy living.

Job Duties:

- Organize, coordinate, and/or provide CCAR Recovery Coach Academy (RCA) trainings, and/or other trainings as necessary in Oxford County
- Recruit volunteer Recovery Coaches committed to delivering a quality service to individuals seeking and in recovery from addiction
- Provide support to Recovery Coaches and ensure required documentation is being completed
- Collaborate with individuals and/or organizations such as law enforcement, health care and other community resources and systems in region to establish working relationships and systems of referral and engagement with Recovery Coaches
- Establish and follow written protocols for access to Recovery Coaches with community resources based on the unique needs and practices of each resource. Provide quality assurance with each provider and community resource a minimum of once per quarter.
- Coordinate scheduling and facility locations to develop on-call Recovery Coaching that meets the times and locations of highest volume and acuity of need where and when this is necessary or indicated
- Provide Coachervision¹ to Recovery Coaches
- Ensure data reporting requirements are met
- Convene regular Recovery Coach meetings to identify and implement process improvements to the Project Save ME program

- Support with tasks that will assist in enabling sustainability of the program, including but not limited to the following: support with fundraising activities, coordinate and facilitate the monthly WMARI meetings (develop monthly meeting agenda, schedule spotlight speakers, and facilitate the meetings), participate in organizing the annual recovery rally and conference, attend board meetings, and update WMARI's website and social media pages

Professional Qualifications:

- Commitment to supporting people in recovery. Lived experience in recovery preferred, but not required.
- Strong knowledge of field of recovery and respect and regard for all pathways
- Skills to collaborate with and motivate coaches and volunteers
- Ability to work with diverse people
- Strong communication skills; ability to listen well and speak effectively.
- Strong leadership and/or volunteer management skills
- Ability to work collaboratively with community resources
- Ability to manage and disseminate information effectively
- Ability to set healthy limits and boundaries in a professional capacity
- Self-motivated team player with high professional standards, positive attitude and flexibility
- Experience with program development preferred
- Candidate must have completed the following trainings at time of hire, or complete within 60 days* of hire:
 - CCAR Recovery Coach Academy
- Candidate must have completed the following trainings at time of hire or complete within 120 days* of hire:
 - CCAR Coachervision
 - CCAR Ethical Considerations for Recovery Coaches
 - *This may be extended due to availability of these trainings.
- Must have a valid driver's license and ability to travel throughout Oxford County
- Associate or bachelor's degree preferred or significant experience in the field of recovery

Work Environment

Work schedule is part-time (20 hours/week), Monday-Friday or as assigned by supervisor, with occasional evenings, weekends and travel required.

1. <https://addictionrecoverytraining.org/coachervision/>