

INTERNAL/EXTERNAL JOB POSTING

Job Title	Recovery Support Services / Recovery Coach
Requisition Number	20190011
Department/Program	Recovery Links
Address	96 Crossroads Blvd, San Antonio, TX 78201
Position Type	Non-exempt, Fulltime
Work days/Hours	Mon-Fri,
Pay Rate	\$25000-30500
Job Summary	Interacts by phone, text, email or in person with new and existing clients for potential Recovery Support Services and Coaching. Work with participants on a peer-driven, self-development recovery plan to be shared with their Recovery Coach. Assist clients with navigating and using Community resources in an effective manner and advocate on their behalf when necessary. Log activity with participants in files, referral books, and calendar daily.
Competencies & Skills	<p>Communication – Expresses ideas and thoughts verbally. Expresses idea and thought in written form. Exhibits good listening and comprehension.</p> <p>Customer Service – Display courtesy and sensitivity, Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs, Solicits customer feedback to improve service.</p> <p>Judgment – Displays willingness to make decisions. Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Makes timely decisions.</p> <p>Innovation – Displays original thinking and creativity Meets challenges with resourcefulness. Generates suggestions for improving work. Develops innovative approaches and ideas.</p>
Qualifications & Experience	<ul style="list-style-type: none"> • High School Diploma or GED required. • Recovery Coach certificate preferred. • Bilingual (English/Spanish) preferred but not required. • Must possess a current driver’s license and liability insurance and have reliable transportation. • If in Recovery, having at least one year free from addictive chemical abuse or dependency. • Must be able to pass a background check and drug test.

Interested applicants should send resume/applications to: hr@litr.tx.org

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