Recovery Support Specialist (PT & FT)

**Location:** Pittsburgh, PA  
**Min. Experience:** Entry Level

**Overview**

Sojourner House mission is offering compassionate, faith-based recovery services to women and their children.

The Recovery Support Specialist (RSS) provides residents in recovery, and their children, with awake, 24-hours per day, 7-days per week, supportive services including education, guidance, monitoring and supervision of daily activities to ensure safety and adherence to program rules, regulations, and guidelines. RSS’s demonstrate and implement the Sojourner House philosophy, principles, and procedures assuring quality in all facets of performance.

- Expected to perform other duties as assigned by supervisor.
- My assume responsibility for special projects relating to department functions.

*FT overnight RSS schedule is Sunday through Thursday nights (10:30pm - 6:30am) with Friday and Saturday night off.*

Starting hourly rate is $15.38 + shift differentials ($1.50/hour for 3rd shift)

**Position Qualifications:**

- Required: The ability to engage clients in a professional and courteous manner along with the ability to prioritize and balance tasks. The Recovery Support Specialist must possess strong computer skills including the ability to learn and record all relevant software programs for the position.
- Understanding of gender-responsive, trauma-informed and recovery oriented systems of care.
- Because of our mission statement, must be supportive of faith-based approaches.
- Model and support clients and staff in health and wellness activities and with using healthy coping skills.
- Support organization’s mission with a sensitivity of cultural diversity and workplace harmony.
- Peer Support Counselor must be able to interact and obtain initial information from the clients while maintaining a positive, professional, and client-focused manner with a diverse population.
- Experience with using Microsoft Word, email and administrative duties.
Because of treatment philosophy, persons identified or who have been diagnosed with an alcohol or other drug dependence be abstinent for at least two (2) years prior to employment and remain abstinent throughout employment.

Ability to maintain a positive, solution-focused demeanor when responding to conflicts or problems.

Flexible to meet the needs of administration and management, and ability to manage multiple tasks.

Support organization’s mission with a sensitivity of cultural diversity and workplace harmony.

Demonstrates a commitment to Sojourner House philosophy and principles of treatment.

Ability to secure Act 33 and 34 clearances/ Must obtain annual PPD test and first aid/CPR certification.

Valid PA driver’s license.

**Core Competencies:** Management of work processes and time management. Communication (includes information technology, confidentiality/privacy standards) including professionalism. Promote Trauma Inform Care engagement with all clients.

**Education:** BS Degree in human services, or related field plus at least one year of paid experience preferred - OR – AS Degree in human services, or related field. High school diploma or equivalent required with at least two years of applicable paid experience required.

**Primary Responsibilities/Essential Functions:**

- Implements and maintains the service’s philosophy, principles, and procedures in all facets of performance.
- Provide 24/7, awake, supervision of residents’ daily, evening and weekend activities.
- Primary oversight of maintenance of residential apartments and common areas.
- Responsible for establishing and maintaining positive relationships with representatives from community and for accepting and distributing donations.
- Responsible for meeting quality assurance standards, licensing, credentialing and regulatory compliance, and achieving program and client outcome goals
- Completes timely and accurate documentation.
- Develops and maintains a safe therapeutic environment.
- Supervises clients in daily activities, parenting, personal hygiene, social skills, recreational activities, and problem solving.
- Monitors medication and maintains medication log.
- Intervenes directly to identify, prevent, or deal with crisis situations utilizing de-escalation, conflict resolution.
• Performs urinalysis testing on residents to ensure abstinence.
• Maintains safety, security, cleanliness of the unit, vehicle, and equipment and assures proper use of supplies. Conducts fire drills.
• Operates a motor vehicle to transport clients to appointments, pharmacy and supply pick-up, and transport to shopping and community events.
• Performs childcare duties.
• Takes responsibility for professional development through participation in supervision, staff meetings, and trainings.
• Flexible and open availability, varied shifts, as scheduled by management.
• Must attend and participate in scheduled staff meetings and in-service training.
• Schedule may require working evenings and weekends as needed. Mandatory overtime may be required
• Participates in special projects and other duties as assigned.

**Working Conditions:** Ability to work the hours necessary to complete the work. Mandatory overtime may be required. Must attend and participate in scheduled staff meetings and in-service training.

Position is situated in a community-based residential facility treating addicted women and their children. Requires visits to high-risk neighborhoods and environments. Exposure to clients with substance abuse, mental illness, communicable diseases and physical aggressive altercations is highly likely.

Ability to work in indoor and outdoor environments and to endure exposure to clients with substance abuse, mental illness, communicable diseases and physically aggressive behaviors.

Ability to drive program van/vehicle as needed.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must complete 6 hours HIV/Aids and 4 hours total of tuberculosis, sexually transmitted diseases and other health related topics during the first two years of employment, plus other areas of training that may be identified as essential to job performance.

**Physical Requirements:** Ability to lift and carry a 35 pound child. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to sit for extended periods and to stand, and bend or squat periodically.
Ability to access clients within or outside the residential facility to meet therapy/intervention services standards, including ability to drive and ability to climb up to five (5) flights of stairs when required. (The residential facility has no elevator.)

Ability to physically assist clients as needed, and to assist in moving clients into and out of the residential facility, including assistance with lifting, carrying and moving objects and parcels.

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Disclaimer

- Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to do this job at any time.
- This job description reflects management’s assignment of essential functions; it does not restrict or prescribe the tasks that may be assigned.
- Critical features of this job have been described in the narrative. They may be subject to change at any time due to reasonable accommodation or other reasons.