The Salvation Army Harbor Light Center  
Job Description

Job Title: Recovery Support Specialist

Supervisor: Director/Clinical Supervisor

Grade: Exempt: N

Job Summary:

Maintains safe, orderly, and therapeutic physical environment for residents. Evaluates behavioral and emotional needs of clients and provides input. Works together as a treatment team to effectively meet the needs of the residents. Facilitates Daily Living and Lifeskills groups.

Essential Duties and Responsibilities:

• Listens to clients concerning all areas of treatment

• Maintains safe, orderly, and therapeutic physical environment for clients including crisis intervention.

• Insures and trains clients on program expectations and responsibilities, including detail assignments

• Communicates with staff either verbally or in written communication logs. Attends program meetings.

• Attends trainings as determined by Clinical Supervisor or Institutional Services Director.

• Evaluates behavioral and emotional needs of clients and provides input. Assists with interventions with clients.

• Transports clients to meetings, pick-up and drop-off clients, do store runs, and drop-off and pick-up discharges.

• Orient new clients to unit, program, and milieu.

• Perform monthly fire drill according to DDAP regulations.

• Administer, collect, and record results of client drug urine testing as directed and/or per program requirements.
• Clerical and safety/security duties as assigned.

• Facilitate daily living and life skills or recovery-oriented groups for residents

• Complete daily documentation on all facilitated groups. Notes will be turned in to the Clinical Supervisor by the end of the shift for review and filing.

• Ensures the safety and security of the residents and facility at all times.

• Additional tasks as appropriate and assigned

**Additional Responsibilities:**

• On occasion may be interacting alone and/or supervising children of client families.

• Other duties as assigned as the program develops.

**Knowledge, Skills and Abilities:**

• Strong verbal and written communication skills.

• Knowledge of substance abuse treatment and recovery a plus

**Education and Experience:**

• 2-year degree or certification in drug/alcohol treatment (or)

• High School diploma or GED equivalent.

• Valid driver’s license required.

• All three PA Clearances required upon employment and thereafter upon renewal date: PA Child Abuse History Clearance, Request for Criminal Record, and Fingerprint based federal criminal history.

• References required.

“This position is funded through and contingent upon continued governmental funding.”

This position description in no way states or implies that the foregoing are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other duties as requested by his/her supervisor.
I have read and understand the duties of Harbor Light Center Recovery Support Specialist, which are contained within this position description. (This job description is subject to change as deemed necessary by The Salvation Army.)

Acknowledgement of Religious Purposes of the Salvation Army

The employee acknowledges that he/she has been informed and understands The Salvation Army’s religious purpose and status as a church. The employee agrees that he/she shall do nothing in his/her relationship with The Salvation Army as an employee to undermine its religious mission. The employee agrees and understands that his/her work related conduct must not conflict with, interfere with, or undermine such religious programs or The Salvation Army’s religious purposes.

Salvation Army Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

I have read and understand the job description set forth above. I agree to carry out the responsibilities associated with the position. Furthermore, I have read and will work in accordance with the mission statement set forth above.

Employee Signature  Date  Director  Date

Initial Copy Received  5.11.2020