



Applicant Name: _____ Interview Date: _____
Interviewed by: _____



Thank you for your interest in applying for the Recovery Coordinator position at Transition House, Inc. Within this document, you will find the Job Description for the Position along with 5 pages of questions.

If you are interested in applying for the position, **please e-mail the following to mhopkins@coxinet.net:**

- **Your Resume** – including 3 references with contact information (phone number)
- **Your Responses** to the 5 pages of questions (pages 4-8)
- **Completed Application for Employment**

Closing date for this position is Friday, March 2, 2018.

We will review all information received from applicants and select no more than 3 candidates for an interview.

For additional information on Transition House, Inc., please visit our website at www.thouse.org.

Starting Salary Range: \$28,000 - \$30,000



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Job Description:
RECOVERY COORDINATOR
Community Outreach Program (COP) Focus

QUALIFICATIONS:

1. Bachelor's degree in Behavioral Health or related field strongly preferred
2. Previous experience working with persons with mental illness and substance abuse is preferred
3. Commitment to recovery principles and the integration of mental health clients into active community life
4. Provide clients an atmosphere of acceptance and support by establishing rapport and supportive relationships that include positive role modeling and healthy boundary setting

RESPONSIBILITIES:

1. **Provide direct service to clients in the Community Outreach Program**
 - a. Work with staff and clients to ensure that those in need have access to and are encouraged to be involved in Community Outreach Activities.
 - b. Work with Staff to develop and maintain adequate structure to the Outreach Program.
 - c. Encourage Outreach client involvement in Outreach structured activities and groups.
 - d. As schedule permits, work with Outreach clients to address issues that interfere with their community living.
 - e. Work with clients to develop groups and activities that encourage and facilitate improved social interactions and connections.
 - f. Provide transportation, using Transition House van, as appropriate to Outreach activities including trips to the store and other community activities.
2. **Assist the TLP Recovery Coordinator as required in providing direct services to Transitional Living clients, as directed by the Clinical Director**
 - a. Work with assigned clients to develop their individualized Recovery Plans
 - b. Assist clients in their development of daily/community living skills, pre-vocational/vocational skills, and socialization/recreational skills through individual sessions and group meetings.
 - c. Provide individual counseling and group facilitation with TL clients, if needed, to address issues that interfere with meeting recovery goals and community living.
 - d. Maintain an awareness of problem areas for each client through consultation with other staff and clinical chart review.
 - e. As needed, consult and collaborate with others (who work outside of TH) involved in working with the client towards their recovery. Advise the Clinical Director of action taken.
 - f. Set and consistently maintain a schedule for individual sessions and groups.
 - g. When needed, provide assistance to resolve crisis situations with clients.
 - h. Maintain awareness of community resources so that clients can be informed of appropriate resources available in the community.
 - i. Provide or arrange transportation for health related and mental health examinations and treatment for clients when necessary. This includes helping clients get CART passes and learning the bus routes.
 - j. Assist with weekly TLP apartment inspection.
3. **Screening and Interviewing referrals to Transitional Living Program**
 - a. Work with and as directed by the Clinical Director to screen prospective clients for the TLP.



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b. Complete Orientation and paperwork with incoming TLP clients.

4. **Oversee the operation and maintenance of the van**

- a. Work with staff to ensure that the van is clean and well maintained, this includes but is not limited to taking the van to an approved service provider for routine maintenance (oil changes, tire rotations, etc.)
- b. If there are any problems, report them to the Clinical Director and Executive Director for additional direction in resolving the problem.

5. **Provide indirect support to clients through referral, advocacy, and other support services**

- a. As needed, write letters of support and/or provide necessary documentation to support clients in their efforts to secure benefits, deal with legal issues, referrals to other agencies, etc. Advise the Clinical Director of action taken.

6. **Coordinate and consult with TH staff and others in the community in providing services to clients**

- a. Attend weekly staff meetings as well as meet with staff as needed to consult and ensure that care is consistent and coordinated.
- b. Attend appropriate community meetings such as monthly Continuum of Care meeting as assigned by the Clinical Director to stay current on other community resources along with building positive relationships with other agencies.

7. **Maintain required clinical records in compliance with clinical record keeping as defined in policy & procedures as well as other necessary reports**

- a. Record client progress and ensure this documentation is maintained in the client's clinical record.
- b. Complete all necessary documentation related to Recovery Plans.
- c. Maintain record of contacts with COP clients in the agency's group data Outreach Monthly Report.
- d. Complete the Outreach Monthly Report summary report and print out monthly summary for Clinical Director by the 5th working day of the month.
- e. Work with staff to ensure that the monthly Client Outcome Reports are appropriately completed and recorded in the appropriate designated file in the agency's group data in the office computer network.
- f. Comply with agency's policies and procedures related to necessary in-house documentation, including but not limited to staff monthly reports and Outcome reports.

8. **Participate in on-going training**

- a. Attend appropriate training to increase skill levels and stay current on the most effective ways to help clients through the recovery process.
- b. Attend required trainings: Fire & Safety, CPR, First Aid, CAPE, Infection control, AIDS/HIV precautions, and other as required by the Clinical Director or law or regulations.

9. **Other duties as assigned**

- a. As needed, be available to take on tasks that are necessary for the agency's efficient, effective operation.

RESPONSIBLE TO: Clinical Director



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When asked to Rate Your Skills, use the following Scale: 1=no skills ... 5=excellent skills

- Our Vision: Changing lives by creating pathways for mental wellness.
- Our Mission: Improving our community by providing tools for sustaining mental wellness with skills development, supportive care, and advocacy.
- Our Culture: We Listen. We Respect. We Support. We Empower.
- Our Commitment to Recovery: Belief in Recovery, Mutual Trust & Respect, Connection, Integrity, Fun and Gratitude.

• What does the TH Vision, Mission, Culture and Commitment to Recovery mean to you?

• What is your understanding of mental illness and/or co-occurring disorders?

• Describe your beliefs about hope.

• Describe your beliefs about recovery.



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One of the primary focuses for the Recovery Coordinator position is to help clients develop necessary skills that will help them live interdependently in the community.

• Describe the skills you have that would help teach persons with mental illness how to develop their community living skills, employment related skills and socialization/recreational skills?

Rate your:

- Teaching skills to persons with mental illness in an individual meeting setting.
- Teaching skill development in a group setting.
- Ability to adapt and manage the unexpected
- Confidence as a person providing supportive counseling.
- Patience and ability to manage difficult situations.

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

Describe your leadership and collaborative skills.

- Rate your ability to be a caring, supportive and confident leader.
- Rate your ability to work well with TH staff as well as others in the community.

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

• Provide explanations for ratings if needed.



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Part of what we do is teach clients to manage their emotions, describe some of the ways you manage your emotions

• How do you handle stress?

• How do you work towards resolution of conflict?

Good boundaries and ethics are expected

• Explain your understanding of healthy clinical boundaries.

• Describe the differences between empowerment and enabling.

• Describe your work ethic.

• Do you regularly take work home with you? If yes, describe why.



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Describe how your past experiences have impacted your job performance

- Describe how your past experiences would impact your work with people with serious mental illness?

Transition House, Inc., strives to maintain a positive, healthy environment

- Describe your concept of being a Team Player and what you would bring to the Team.

- Describe your personal beliefs regarding holistic wellness.

- Describe your views on authority?

- At TH we focus on teaching clients healthy living. Describe parts of your life that are healthy and parts of your life that you are striving to improve.



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<ul style="list-style-type: none">Describe the role of fun in life.	
<ul style="list-style-type: none">What do you feel makes you qualified to work with at risk individuals?	
TH is a Drug-Free & Tobacco Free Workplace	
<ul style="list-style-type: none">Would you be able to comply with this expectation? <input type="radio"/> yes <input type="radio"/> no	
Job Requirements not currently listed in the job description	
<ul style="list-style-type: none">To qualify for this position, you must have a current OK driver's license and a clean driving record to qualify to be covered by our van insurance. You must be able to drive a 15 passenger van.	Do you meet this requirement? <input type="radio"/> yes <input type="radio"/> no
<ul style="list-style-type: none">Do you have basic computer skills?	<input type="radio"/> yes <input type="radio"/> no Describe your computer skills:

Comments: _____

Employment Interview Analysis Score: _____