

## **Recovery Services and Administrative Support Coordinator**

**Reports to:** Executive Director of UYLC and Recovery Community Center Director

**Rate of Pay:** \$15–\$17/hour, DOE

**Hours:** Full-time, 40 hours per week. Some evenings and weekends required.

### **Overview:**

The Recovery Services and Administrative Support Coordinator plays a vital role in supporting both the UYLC Recovery Community Center and the Executive Director of Upriver Youth Leadership Council. This full-time position blends peer support services with administrative coordination, ensuring smooth day-to-day operations and high-quality service delivery. Ethical behavior, professionalism, and confidentiality are essential to this role.

### **Duties and Responsibilities:**

#### **Recovery Services Support**

- Provide Peer Support and assist with SOAR applications and referrals
- Offer resource navigation to individuals seeking support
- Organize and participate in center activities, workshops, and events
- Role model behaviors and attitudes that promote recovery, resilience, and positive change
- Ensure the center remains inclusive, welcoming, and drama-free
- Maintain accurate records of services provided for grant reporting and compliance
- Light cleaning and facility upkeep as needed

#### **Administrative Support for Executive Director**

- Answer phones, schedule appointments, manage calendars, and coordinate meetings
- Assist with data entry, filing, and document preparation
- Support grant tracking, reporting, and communication
- Help organize coalition events and maintain outreach materials
- Maintain confidentiality and professionalism in all administrative tasks

### **Job Relationships:**

The coordinator will attend regular staff meetings, trainings, and planning sessions. Must be able to work independently and collaboratively as part of a team.

### **Qualification Requirements:**

- Certified Peer Recovery Coach or Peer Support Specialist, or willingness to obtain certification within 3 months of hire
- Minimum of 2 years in personal recovery
- High school diploma or GED required
- Must pass a state background check
- Availability for evenings and weekends as needed

## **Skills and Competencies:**

- Excellent written and verbal communication skills
- Proficiency in Google Workspace and Microsoft Office (Word, Excel, Gmail, etc.)
- Strong organizational and time management skills
- Ability to maintain professional boundaries and ethical conduct
- Commitment to confidentiality and compliance with 42 C.F.R. Part 2 and HIPAA regulations
- Cultural humility and awareness of social and political dynamics in recovery and nonprofit work

## **Ethical Considerations:**

- Confidentiality protocol applies to all interactions with participants and co-workers. Confidentiality involves maintaining secure consumer and internal agency information. Federal confidentiality rules (42 C.F.R. Part 2) and HIPAA (45 C.F.R. §164-502) apply.
- Political and social awareness are necessary professional characteristics required by the unique nature of work in a recovery community center atmosphere.
- UYLC is a tobacco- and drug-free workplace. All staff are expected to model healthy behaviors and uphold a substance-free environment in alignment with our mission and values.