Recovery Café of Clark County

Vancouver, WA

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| Job Title: | Employment Coach  | Job Type: | Recovery Café Services  |
| Department/Group: | Foundational Community Supports (FCS) | Position Status | Full-time |
| Location: | 3312 E Fourth Plain Blvd Ste 100 Vancouver, WA 98661 | Travel Required: | Clark County Only  |
| Level/Salary Range: | $15-17/hour | Hours/Schedule | TBD  |
| HR Contact: | Moriah Patterson | Date Posted: | 3/28/22 |
| Will Train Applicant(s): | Will Train Applicant(s) | Posting Expires: | Open Until filled  |

Recovery Café of Clark County (RCCC) is looking for someone to join our team as an Employment Coach. RCCC is a non-profit and part of a national network of similar Cafés serving men and women who have suffered trauma, homelessness, addiction and/or other mental health challenges. In a Café setting of "Radical Hospitality” members experience belonging, healing, and the joy of contributing to a nurturing community that specifically acknowledges addiction and mental health challenges.

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| **About this Role** |

The person for this position is responsible for providing one-on-one employment support and related activities to members of Recovery Café as well as some non-members. Primary goals of this position are to promote employment, remove barriers, connect individuals to employment support services, encourage hope, optimism, and healthy living. Ultimately, RCCC is looking for someone who is flexible, team-oriented, can maintain a professional attitude, have good customer service skills, and prioritize goals. Other desirable attributes for this role include enthusiasm, self-awareness, effective communication, organization skills, and a passion for working with people in recovery.

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| **Responsibilities** |

* Conduct program intake interviews, build rapport with the individual, and identify barriers and goals to employment.
* Provide outreach to employers on the individual’s behalf and support individuals in pursing employment positions that they are interested in.
* Be informed with the employment and recovery services in our community.
* Assist individuals with completing job applications and support them with getting connected to other resources as needed.
* Collaborate with individuals to help them make informed decisions about their employment plan.
* Encourage and assist individuals to meet professional obligations, such as gaining and maintaining their employment.
* Assist individuals with professional and employment-related issues relevant to their employment plan such as developing a resume, replacing social security card, contacting DBHR and DVR services, and communicating with prospective employers about jobs that match the individual’s interests.
* Maintain daily documentation and update data for monthly reports and understand general funding sources for program including documentation and eligibility requirements.
* Collaborate with team to promote a team culture in which everyone’s point of view, experiences, and preferences are recognized, understood and respected.
* Role model and inform advocacy in those you work with.
* Attend various meetings and trainings associated with this position.
* Assist with the various Recovery Café daily activities and always work to promote the message and services of RCCC.

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| **Qualifications** |

* High School Diploma or GED and 2 years’ experience working with individuals with barriers to employment or supporting individuals who require special accommodations and/or services.
* Experience in communicating and collaborating with individuals of culturally diverse populations.
* Ability to consistently serve as a motivator and be an advocate for individuals while also promoting self-advocacy.
* Ability to maintain confidentiality and demonstrate professionalism in the workplace.
* Ability to track and report program outcomes, navigate current employment culture effectively and perform basic math operations.
* Excellent written and oral communication skills and ability to communicate effectively with individuals from other agencies and employers within the community.
* Organizational skills with attention to detail and ability to prioritize.
* Computer skills and current technology experience.
* Time management skills.

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| **Benefits** |

* RCCC offers a highly attractive compensation package that includes competitive wages, benefits, paid holidays, and both sick and vacation time.
* Medical and Dental Benefits covered at 100% to all full-time employees.

\*Submit cover letter and resume to Moriah Patterson

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| Email: | hr@recoverycafecc.org |