



Organization/DBA Overview

Appalachian Behavioral HealthCare (ABHC) a DBA of Pollen8 provides behavioral health services to the women in our treatment facility. We provide an innovative approach to recovery and hope to become leaders in the opportunity of long-term sobriety. Our goal is the reintegration of women in recovery back into society. We do so through economic development, agriculture, education, employment training, and basic life skills.

Job Summary

Employment Outreach Coordinators(EOC) for ABHC assist in handling the day to day functions of residents. He/She will ensure WRAP plans are followed and developed. The EOC will carry half the case load as it pertains to providing Peer Recovery Support Specialist (PRSS) services in recovery, ensuring participants are working with their sponsors, AA/NA attendance is being met and to provide other guidance as necessary. The EOC will additionally be the point of contact with the Managers for the Social Enterprises to ensure open lines of communication during job training as it relates to skills development, behavioral and policy adherence for ReIntegr8 participants. The EOC will additional develop relationships with local businesses and recruit owners to become certified as a Community Hiring Partner. EOC will facilitate the training for the CHP and will coordinate job openings available.

Qualifications:

- Good written and verbal communication skills and the ability to interface with all levels of staff.
- Ability to work independently with minimal supervision.
- Demonstrated ability to prepare materials, presentations, handouts, etc.
- Strong organizational skills.
- Knowledge of Substance Abuse and Addiction-12 step recovery programs.
- Ability to understand and carry out written and oral instructions.
- Ability to accept and utilize supervision.
- Microsoft Office Word, Office Electronics, and Basic Office Machines.
- Must have valid driver's license and willing to travel within 15 miles of facility.
- Must be eligible through WV CARES.
- Must pass drug screen prior to and randomly during employment.
- Must have completed required domain hours for Peer Recovery Specialist through WV Board of Addiction Professionals.
- Must have current PRSS certification from WV Board of Addiction Professionals.
- Must have minimum of 2 years of continuous sobriety.

Direct Supervisor: Clinical Program Director Staff Supervisory Responsibilities: None

Compensation and Benefits:

- \$12.00/hour
- M-F, possible weekends 35 hour work week/1 hour daily lunch
- Paid Vacation, PTO, Select Holidays