

RECRUITMENT ANNOUNCEMENT

Recovery Network Coordinator Recovery Resources Center

**\$45,000 ANNUALLY
GRANT FUNDED
(FULL-TIME w/BENEFITS)**

APPLICATIONS AND OR RESUMES MAY BE SUBMITTED TO THE BERKELEY COUNTY COUNCIL OFFICE, 400 W. STEPHEN STREET, SUITE 201, MARTINSBURG, WV, 25401 OR recovery@berkeleywv.org UNTIL 5:00 PM, FRIDAY, JANUARY 26, 2018.

KIND OF WORK:

Assists individuals in establishing and maintaining recovery from addiction. Plays an active role in the provision of strength-based supports for persons in or seeking recovery from substance and/or alcohol addictions. Develops and expands a volunteer-based recovery network that coordinate with paid staff to identify relevant community support services. Serves as a liaison between the Berkeley County Health Department's harm reduction program and county-based recovery support services. Supervision is provided by the Recovery Center Coordinator.

EXAMPLES OF WORK:

1. Provide on-going supervision of volunteer-based support services.
2. Coordinate with harm reduction program officials to identify relevant support services for clients of the Berkeley County Health Department's harm reduction program.
3. Prepare reports, correspondence, and evaluation of relevant data required to gauge programmatic effectiveness and/or required by grant funding agency.
4. Helps clients discover, access, and utilize ways to remain substance free or reduce harm associated with substance use behaviors.
5. Implement a framework that introduces clients to the recovery community and its available resources.
6. Assist support staff in developing a Wellness and Recovery Action Plan (WRAP) for relevant clients.
7. Provide informal counseling to clients.
8. Assist with the coordination of transportation services that permits client's participation in recovery meetings in the community.
9. Assist peer recovery coaches with developing support systems for clients within the community.
10. Assist peer support providers in ensuring that clients have basic needs (housing, food assistance, insurance/healthcare, vocational support & training, etc.) met.
11. Assure that recovery programs work in tandem with each other and comply with applicable federal, state, and local laws/regulations.
12. Attend seminars and training as needed.
13. Performs related work as required.

QUALIFICATIONS AND REQUIREMENTS:

1. Any combination of education and experience equivalent to a bachelor's degree in social work, psychology or human behavioral sciences.
2. At least two years experience in the field of juvenile and/or adult alcohol/drug abuse treatment or related social services field.
3. Knowledge of state laws, rules, and cases affecting relevant services.
4. Ability to work within the community and use available resources.
5. Ability to maintain strict confidentiality.
6. Ability to compose through oral and written reports.
7. Proficient computer skills using spreadsheet and word processing software.
8. Excellent verbal and written communications skills.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data,

visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license.
2. Special interest in and enthusiasm towards helping individuals overcome addiction problems.
3. May be required to work evening and weekends.

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council, 400 West Stephen Street, Suite 201, Martinsburg, WV., 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

EXAMINATION PROCEDURE:

The kind of examination/screening for positions announced will vary with each position and may include:

- o an evaluation of training and experience
- o personal and/or group interview
- o written and/or spoken examination(s)
- o performance test(s)
- o a background investigation
- o a physical examination*and
- o a drug test*.

*These examinations are administered after offer of employment.

PROBATIONARY PERIOD:

Berkeley County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employees fitness for the position in which he/she was placed.

COMPENSATION:

Berkeley County employees are paid twice per month. A new employee ordinarily starts work at the rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:

(the following is unavailable for part-time and temporary positions)

- o Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- o Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- o Employees accumulate annual leave according to the following schedule:

<u>Years of Service</u>	<u>Days Per Month</u>	<u>Days Per Year</u>
0 – 5 years	1.25 days	15 days
5 – 10 years	1.50 days	18 days
10 – 15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

HEALTH, RETIREMENT & MISCELLANOUS BENEFITS:

(some of the benefits may be available to regular part-time employees)

- o Regular full-time employees are required to participate in the West Virginia Public Employee Retirement Plan
- o Life Insurance is available to full-time employees, their spouse and eligible dependents.
- o Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, vision, and prescription drug coverage. The County may pay up to 100% of the employee costs (depending on election) and the employee pays for any dependent coverage elected.
- o A deferred compensation program is available.
- o Mandatory direct deposit is available to any banking institution designated by the employee.