



AIM Center Job Description

Position Title: Recovery Coach
Reports To: Unit/Program Director
Job Classification: Full-Time, Exempt
Supervises: n/a

PURPOSE OF POSITION: To promote recovery, community integration, and improved quality of life for Clubhouse members who have been diagnosed with a serious mental illness that significantly impairs their ability to lead meaningful lives.

PRIMARY ROLE(S): This organization expects its employees to promote an atmosphere of teamwork with other employees and members. Therefore, the following list of duties is not all-inclusive:

- To promote Psychosocial Rehabilitation within a Clubhouse Model;
- To create a vibrant, structured work-ordered day for engaging Clubhouse Members in real and meaningful work.
- To work side-by-side with Clubhouse members while upholding the Psychosocial Rehabilitation components of the Program and creating opportunities for Members to meet their goals in these domains.
- To maintain a member caseload as assigned by the Program Director.
- To support members in utilizing a strengths-based model in the initial development and ongoing revision of individualized goals for their recovery focusing on life domains.
- To facilitate and assist members in recording progress towards their individualized goals through daily and weekly documentation of their participation in the Clubhouse and in community-based activities.
- To maintain member PSR records in accordance with AIM Center guidelines and regulatory requirements.
- Proactively contribute suggestions and ideas for design projects to add value to AIM Center.
- Collaborate with Staff, Members, and Community Partners to capture testimonials for visual communications usage.

- To engage with Clubhouse members in opportunities for improved social functioning, such as facility and community-based social and holiday activities.
- To serve as a Placement Manager for Clubhouse members working on Transitional Employment Placements in local businesses.
- To conduct employment services including job development, job referrals, job coaching, transportation, support services, and employment dinners.
- Transporting Clubhouse Members as needed; driving AIM company vehicles, required bus training provided.
- Participates in Clubhouse socials, employment dinners, and holiday staff rotation coverage.
- To uphold best practices of the Clubhouse Model and fidelity to the International Clubhouse Standards.
- To uphold best practices and requirements of Psychosocial Rehabilitation, TN Licensure, Managed Care Organizations, and any outcome
- Other job duties as assigned.

Employment and Education Support to the Clubhouse:

- Assisting individuals in stages of the job search process and job readiness training to uphold the Transitional Employment Program.
- Help individuals identify career goals, develop job skills, search for employment opportunities, and write and submit application materials, including resumes and cover letters.
- Assist in developing employer relationships and community job placements.
- Advocates for community opportunities and links members to relevant opportunities.
- Creates and displays job and education opportunities with motivational graphics and signage.
- Coordinates the collection and data entry of member employment data in the agency's electronic member health record to meet contractual and regulatory requirements.
- Conduct educational assessments and develop individualized educational goals.
- Assist in the coordination of the educational programming within the Clubhouse.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrate a strong recovery mindset, a high level of dedication, and personal initiative.

- Demonstrate an understanding and adherence to the philosophy of the Clubhouse model.
- Demonstrate skills in program planning, organization, management, and evaluation.
- Demonstrate ability to express ideas and knowledge clearly, concisely, verbally, and in writing with individuals and groups.
- Demonstrate excellent time management skills.
- Demonstrate ability to engage and motivate Clubhouse members in the daily operation of the Clubhouse.
- Demonstrate sound judgment and act decisively under pressure.
- Demonstrate a positive attitude and communicate in a manner that promotes member and staff camaraderie.
- Demonstrate proficiency in the use of a personal computer.
- Demonstrate supervisory skills, management, and proven leadership skills.
- Demonstrate ability to multitask while seeking direction from supervisor as needed.
- Demonstrates the capacity for leadership and the ability to communicate with and represent the Center's employment and education programs to the community.

QUALIFICATION REQUIREMENTS:

Minimum Qualifications

- High School Diploma and two years of direct service experience in a behavioral health or social services organization.
- Reliable personal automobile (licensed and insured)
- Valid Driver's License (F endorsement must be obtained for residents of Tennessee, no DUIs)
- Pass a pre-employment background check.
- Valid Tennessee driver's license with an F endorsement or obtained within 14 days of hire (Tennessee Residents only), 3-year clean MVR, NO DUI/DWI.
- First Aid and CPR certification or willingness to obtain First Aid and CPR certification.
- Excellent written and verbal communication skills.
- Ability to set and maintain positive and professional boundaries with members.
- Successfully complete all training (initial and ongoing), including online Relias Learning courses.

Preferred Qualifications

- Bachelor's degree in social services and a minimum of two years of demonstrated mental Health experience; or any equivalent combination of education and experience.
- Experience working in a behavioral health setting.
- Bilingual in English and Spanish or other languages.
- Knowledge of Hamilton County resources.

Salary

\$19.44 per hour

HOW TO APPLY

Follow this link to apply through our hiring portal, Gusto: [Recovery Coach at The AIM Center Inc.](#)