

Private Industry Council Healthcare Careers Consortium
Addictions Workforce: Entry-Level, Mid-Level and Senior Positions
12/4/19

Detailed job descriptions were condensed for this document, and vary across settings. Jobs often require at least 2 years continuous sobriety for people in recovery. Use job posting sites such as Indeed, Monster, or Careers of Substance and search on keywords to see actual examples.

Entry-Level Positions: Some experience preferred but not required. An understanding of addiction and recovery is helpful. Other positions such as Driver, Cook, or Security Guard can provide an entree to addictions-related positions.		
<i>Position</i>	<i>Qualifications</i>	<i>Responsibilities</i>
Call Center Staff, Receptionist; Administrative Assistant	Interpersonal skills; bilingual ideal, knowledge of medical terminology ideal.	Answer all phone calls and connect appropriately, book appointments; triage urgent calls. Receptionist may collect copays. Admin Assistant may assist in completing paperwork, coordinate meetings, correspondence, and other tasks.
Recovery Specialist	HS diploma or equivalent required; supervised work experience in addiction treatment or related field.	Various client care activities and related treatment services. Ensure client safety, enforce client rules, attend rounds, lead daily groups, lead orientation, admission and discharge duties as assigned, etc.
Intake Coordinator	HS or equivalent, basic understanding of SA; basic knowledge of medical/psychiatric terminology; able to refer clients to other facilities as appropriate.	Collect intake information from clients seeking admission, consult colleagues to determine appropriateness, arrange for history to be faxed; Verify insurance coverage; track bed avail. & sched. patients; refer as needed; tell patients what to bring.
Mid-Level Positions: Some experience/training required. Success in entry level jobs or equivalent (particularly Recovery Specialist) may qualify a person for training that can make them eligible for Mid-Level roles		
<i>Position</i>	<i>Qualifications</i>	<i>Responsibilities</i>
Peer Recovery Coach (RC)	Lived experience of addiction. Stable recovery. Completed approved RC training. High School Diploma or equiv. (some exceptions). In process or already possessing approved RC certification. Supervision by supervisor who completed an approved RC Supervisor training.	Initial and ongoing in-person meetings with recoveree, providing emotional and social support, and using RC's own recovery as a model. Assist recoveree in creating and implementing a Wellness Plan. Stay current on relevant resources. Facilitate social, treatment, legal or community linkages as appropriate, including accompanying recoveree to meetings. Document required activities appropriately. This is a non-clinical position.
Family Partner	Lived experience as a family member of someone who has experienced addiction.	Provide emotional and practical support, including system navigation and advocacy, for family members of people seeking recovery for addiction.
Recovery Support Navigator	Bachelor's preferred, multi-year experience may substitute.	Engage, educate and support individuals in need of treatment, help address housing, education, employment, healthcare and transportation needs
Case Manager	BA in social work or related field preferred or significant experience, training in SA & MH. CADC/LADC considered with five years' experience.	Provide case management and engage in care consultation for specific clients with other staff, relatives and other agencies, such as social service agencies, housing authorities, health care providers and vocational agencies. Know community resources and referral. For medical case management, requires a nursing background.

Care Coordinator	BA in psychology or related field or paraprofessional having lived experience with MH or SA.	Provide service coordination and linkage, ensure quality and continuity of care, and support person centered planning. Temporary assistance with transportation to essential medical and BH appointments. Assist in obtaining benefits, housing, health care, other local services. Fostering empowerment, recovery, and wellness and outreach work within the communities.
Community Support Program (CSP) worker	BA pref. If relevant, certification in an intervention or in addiction counseling. Transportation; available after hours. Knowledge of services.	Case Mgt, Network Support Facilitation, Care Coordination.
Senior-Level Positions: Significant experience/training required. Yet, many of former entry level staff have acquired credentials and/or experience that enable them to move in to senior roles		
<i>Position</i>	<i>Qualifications</i>	<i>Responsibilities</i>
Recovery Coach Supervisor	Experienced supervisor; completed Recovery Coach Academy and completed or in process of completing the Recovery Coach Supervisor training. Knowledge of addiction treatment system.	Supervise, review and support Recovery Coaches. May include management duties, group facilitation, provision of training.
Counselor	High school degree or equivalent & at least 1 year supervised counseling experience in SA Treatment or closely related field.	Direct care, assist with aftercare arrangements
Clinician	Bachelor's Degree in a Human Services field preferred. Min 2 years experience in a SA treatment setting, <u>or</u> 1 year completion of a clinical internship as part of academic program.	SA counseling and case mgt. (assessment, tx, aftercare planning). Facilitate overall operations of the unit. May include work with families.
Senior Clinician	Master's Degree in Counseling, Social Work, LMHC, etc.; or LADC1, 2 years SA counseling experience, at least 1 year as supervisor, 2 years continuous sobriety.	Clinical supervision, clinical treatment and case management, Complete record keeping and correspondence, testify in court as required or directed. May include management duties.
Program Director (or Assistant PD)	Master's Degree in Counseling or Clinical Supervision Certification, preferred; multiple years experience as SA counselor, and as supervisor.	Recruit & orient staff; admin. supervision; review non-counseling staff; develop & implement clinical program; group supervision of counselors; lead team meetings; represent organization externally.
Medical Personnel	Appropriate degree for Nurse/Nurse Practitioner, Physician Assistant, physician, and other such roles.	Assist or lead medical care related to addictions treatment in various settings; may provide clinical case management.